

UCO Bank Zonal Office Hooghly, New G T Road, PO: Uttarpara, Dist: Hooghly, West Bengal-712258 invites sealed bids for "Electrical Audit" for fire safety and energy saving at branch/ ATMs/ Office premises under Hooghly and Durgapur Zone.

Tender Reference. ZOHGLY/SEC/2023-24/11, Date. 16/02/2024).

Cost of the Tender document: - 500/- (Rupees Five Hundred only).

Last date for submission of tender - 08/03/2024.

Disclaimer

While the document has been prepared in good faith, no representation or warranty , express or implied, is or will be made, and no responsibility or liability will be accepted by UCO Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The Tender is not an offer by UCO Bank, but an invitation for bidder's responses. No contractual obligation on behalf of UCO Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of UCO Bank and the Bidder.

This Tender is not exhaustive in describing the functions, activities, responsibilities and services for which vendor will be responsible. The bidders, by participating in this tender, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this Tender or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary by the Bank for the proper performance of the Contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this tender and Bidder's response to the same extent and in the same manner as if specifically described in this Tender and Bidder's response.

The information provided by the bidders in response to this Notice Inviting Tender Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this TENDER Document and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this TENDER Document without assigning any reason whatsoever



Objective:

UCO bank a body corporate, established under the Banking Companies (Acquisition and Transfer of Undertakings ACT 1970), having its Head Office at 10, B.T.M Sarani, Kolkata-700001, India And its Zonal Office, located at 21 New G.T Road, AT/PO Uttarpara, Distt-Hooghly, West Bengal herein referred as "The Bank" is one of the leading public sector banks in India.

The Zonal Office Hooghly of UCO Bank wants to conduct Electrical Audit of Branches/ ATMs/ Office under Hooghly and Durgapur Zone from reputed vendors for electrical fire safety and energy saving.

Accordingly, UCO Bank Zonal Office Hooghly invites responses from reputed and experienced vendors having proven capabilities to carry out "Electrical Audit" of Branches/ ATMs/ Offices under Hooghly and Durgapur Zone.

It is pertinent to mention here that, UCO Bank Zonal Office Hooghly will carry out Electrical Audit of Branches/ ATMs/ Offices (85 Sites) under jurisdiction of Hooghly Zone and place work order accordingly. Durgapur Zonal Office will place separate work order to carry out Electrical Audit of Branches/ ATMs/ Office (103 Sites) under their jurisdiction.

Only those bidders who satisfies the eligibility criteria mentioned in this Tender document need to respond.

UCO Bank Zonal Office Hooghly has arranged to publish an advertisement in this regard in three local daily news papers in three languages and to upload the Tender on Banks Website for wide publicity.





SEALED BIDS ARE INVITED FROM COMPETENT INDIVIDUALS / FIRMS/ ORGANIZATIONS HAVING SOUND TECHNICAL CAPABILITY TO CARRY OUT ELECTRICAL AUDIT OF BANK'S BRANCHES/ ATMS/ OFFICES UNDER ZONAL OFFICE, HOOGHLY AND DURGAPUR.

UCO Bank, Zonal Office Hooghly invites tender comprising of Technical bid and Commercial bid from reputed & experienced Individual/ Firm/ Organization having proven capability to carry out "Electrical Audit" work.

The bidder (also called the vendor or bidder through this document) appointed under the tender document shall own the single point responsibility for fulfilling all obligations and providing all deliverables and services required for successful implementation of the project.

Unless agreed to specifically by the Bank in writing for any changes in the document issued, the bidder responses should comply with the scope of work. Unless expressly overridden by the specific agreement to be entered into between the Bank and the bidder, the Tender document shall be the governing document for arrangement between the Bank and the selected bidder in terms of this **Tender** document.

The Tender document may be obtained from UCO Bank Zonal Office Hooghly, 21 New GT Road, PO: Uttarpara, Dist.: Hooghly-712258, West Bengal on working days in person on submission of cost of the tender document. Also the Tender document may be downloaded from our website www.ucobank.com. The bidders downloading the document from Bank's website www.ucobank.com must pay the cost of the document, in a separate cover and properly superscripted (Tender cost), at the time of submission of the bids.



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The details are:

Tender Reference	ZOHGLY/SEC/2023-24/11, Date- 16/02/2024
Cost of Tender documents	Rs 500/- (Rupees Five Hundred Only) (In the form of Demand Draft in favour of UCO Bank, Zonal Office, Hooghly)- (Non-refundable)
Date of issue of Tender	17/02/2024
Earnest Money Deposit (EMD)	Rs 5000/- Rupees Five Thousand Only (In the form of Demand Draft in favour of UCO Bank, Zonal Office, Hooghly)-refundable
Date of commencement of sale of tender document	17/02/2024
Last date for submitting queries for the Pre-bid Meeting	26/02/2024
Pre-Bid meeting /Venue	28/2/2024 at 12:30 hrs at Zonal Office Hooghly, 21 New G.T Road, Uttarpara, Dist-Hooghly, West Bengal-712258.
Last Date and Time for receipts of tender bids	08/03/2024 up to 17:00 hrs
Opening of technical bids	08/03/2024 at 12:30 hrs
Opening of financial Bid	08/03/2024 at 15:30 hrs of technically qualified vendors. Scheduled date will be extended if any ambiguity of technical bid is unresolved.
Address of Communication	UCO Bank, Zonal Office, Hooghly, Security Department, New G T Road, PO: Uttarpara, Dist.: Hooghly-712258, West Bengal.
Email address	zohooghly.sec@ucobank.co.in
Contact Telephone Numbers	033-26640197, 9479089962
Tender to be submitted	Tender box placed at above address

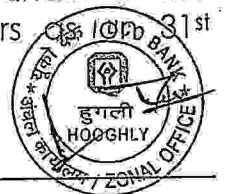


1. Scope of work:-

- i. Carry out Electrical Audit of the Branches/ ATMs/ Office under:
 - a. Hooghly Zone having total 85 premises (74 Branches, 08 Off-site ATM & 03 Office) located in Hooghly, Purba Midnapur, Paschim Midnapur and Jhargram Districts.
 - b. Durgapur Zone having total 103 premises (80 Branches, 20 Off-site ATM & 03 Office) located in Nadia, Purba Burdman, Paschim burdman, Bankura and Purulia districts.
- ii. Branches premises size is 800 sq.ft - 1200 sq.ft (approximately). Off-site ATM premises is 80 sq.ft (approximately) and office premises is 2000 sq.ft (approximately). Branch with on-site ATM is treated as one premises.
- iii. Work is carryout Electrical audit of branches for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity department.
- iv. Electrical Auditor should submit their report in prescribed format attached herewith as per **Annexure- E** with recommendations & suggestions to rectify all observations.
- v. Upon receiving the duly filled Electrical audit report, Bank/ Branch will arrange to rectify the deficiencies. After rectification of deficiencies pointed out in Electrical Audit of a branch, as per the requirement, Bank can assign separate work to check and comply Post rectification for deficiencies observed in Electrical audit of all or specific branch.

2. Eligibility Criteria of the bidder person/ agency:

- i. Applicant can be Individual / Firm/Organization.
- ii. Applicant/ should posses valid BEE (Bureau of Energy efficiency) Certificate or Accreditation as Energy Auditor/ Accredited Energy Auditor. Photocopy of such license/ certificate should be submitted with the application.
- iii. Bidders have GST & PAN registrations.
- iv. Bidder should have experience in executing the similar work as under at the Public sector banks/ RBI/ Govt organizations/PSU in last 5 years 31st December, 2023.





1. Three similar completed or active contracts in not less than 35 branches/ locations in last 5 years as on 31st December 2023. Minimum work value of Rs. 60,000/- each (Rupees Sixty Thousand Only). Or
2. Two similar completed or active contracts in not less than 50 branches/ locations in last 5 years as on 31st December 2023. Minimum work value of Rs. 1,00,000/- each (Rupees One Lakh Only). Or
3. One similar completed or active contract in not less than 75 branches/ locations in last 5 years as on 31st December 2023. Minimum work value of 1,50,000/- each (Rupees One Lakh Fifty Thousand Only).

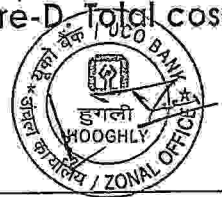
Documentary proofs for the above specified work(s) like work order(s) and **satisfactory/ successful accomplishment certificate(s)** for each allotted work/ contract issued by respective organization/authority must be provided to establish the eligibility of vendor. Refer Annexure-B.

3. Schedule for submission of Bids:

- i. 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 'Electrical Audit' of Bank's Branches under Hooghly & Durgapur Zone.
- ii. The Part-I & Part-II must contain the following documents:
 - a. Part-I – Part-1 of tender, super scribing "PART-I (Technical Bid for 'Electrical Audit' of Bank's Branches under Hooghly & Durgapur Zone)", 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, EMD and Tender cost.

There should not be any indication of price/rate/charges in Part-I of the tender. Conditional tenders will not be accepted.

- b. Part-II - of tender should be submitted in separate sealed cover, super scribing "PART-II (Financial Bid for 'Electrical Audit' of Bank's Branches under Hooghly & Durgapur Zone)". The price should be quoted as per the prescribed format given in Annexure-D. Total cost of each zone will be final amount for each Zone.



4- 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.

5- Allotment of work: Price bids of eligible bidders would be comparatively evaluated & lowest bid (L-1) would be selected on the basis of price quoted by bidders for Electrical Audit of each Zone (Hooghly & Durgapur). 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 reserves the right to negotiate with lowest bidder. **Work order of Hooghly Zone will be placed by Hooghly Zonal Office and work order for Durgapur Zone will be placed by Durgapur Zonal Office.**

6- Earnest money deposit:- Bidder has to provide earnest money deposit of Rs. 5000/- (Rupees Five thousand only) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Hooghly, Payable at Kolkata 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:

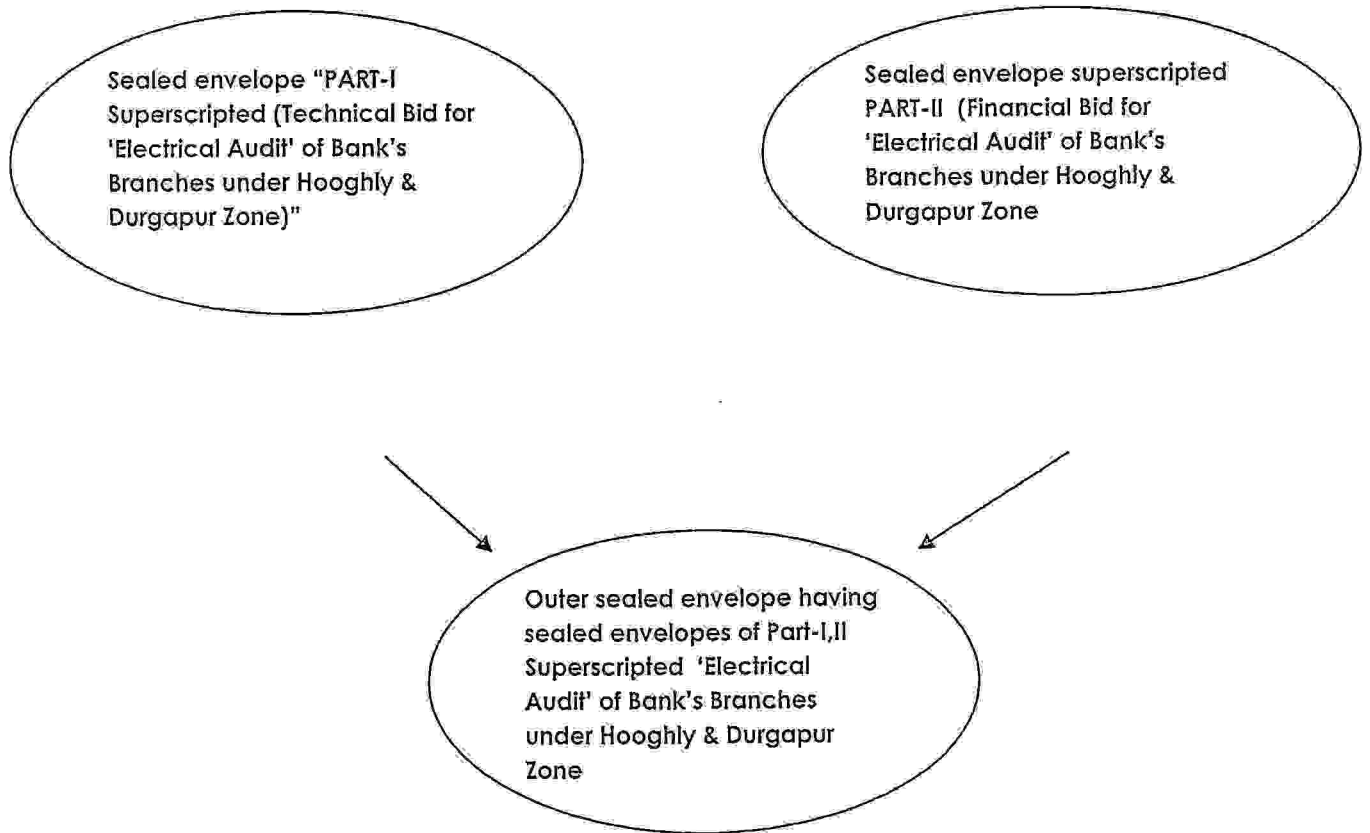
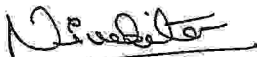
- Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
- Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
- EMD of unsuccessful bidder would be 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, late receipt of bids or damage in transit.



9. Clerical errors shall be rectified.
10. Any dispute arising in this matter will be settled in the jurisdiction of Kolkata, West Bengal.
11. Conditional bids will be rejected.
12. No alteration of tender document is allowed in the submission of bids, any alteration of the tender document will be liable to rejection of bid.

Submission & Packing of bids

Zonal Manager

UCO Bank, Zonal Office, Hooghly

21 New G. T. Road, Uttarpara.

Distt- Hooghly, West Bengal-712258



Enclosure:- Annexure- A,B,C&D.

ANNEXURE-A

APPLICATION FORMAT

To,
Zonal Manager
UCO Bank, Zonal Office, Hooghly
21 New G. T. Road, Uttarpara.
Distt- Hooghly, West Bengal-712258

SUBJECT: APPLICATION FOR CARRIING OUT "ELECTRICAL AUDIT" OF BRANCHES/ ATMS/OFFICE OF UCO BANK UNDER HOOGLY & DURGAPUR ZONE.

I/We, hereby understood the tender document for carrying out "Electrical Audit" of Branches/ ATMs/ Office of UCO Bank under Hooghly & Durgapur Zone and submit the response.

1. Name of Applicant
(Company/Firm/Individual/Agency):
2. Registered Address of the Applicant
with Telephone No. & E-mail ID:
3. Address of the Applicant in West Bengal (If any)
with Telephone No. & E-mail ID:
4. Year of Establishment:
5. Status of the Applicant(whether
Proprietary/Private Ltd./Public Limited/
Co-operative Society/Public sector/
Autonomous body/Govt. Department):
(Enclose copies of relevant documents)
6. Name of Proprietor/Directors/Partners/
Controlling body
i)

ii)
7. Whether registered with the Registrar
of Companies/Registrar of Firms/Registrar





of Co-operative societies. If so, Please mention the number of such registration and date. :

(Enclose copies of relevant documents)

8. 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

Enclosed; Annexure- B& C.





ANNEXURE- B

Technical ELIGIBILITY BID (PART-I)

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 36 branches/ locations in last 5 years	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
	Work order/ contract -3	
	Successful completion certificate	



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8	Copies of two similar completed or active contracts of Electric audits along with completion certificate from issuing organisation in not less than 45 branches/ locations in last 5 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 72 branches/ locations in last 5 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



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 under Hooghly and Durgapur Zone of UCO Bank.
2. The work is to be started in consultation with General Administration Department/ Security Department, UCO Bank, Zonal office Hooghly/ Durgapur for respective zones.
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 defence 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 KYC documents with two passport size photo of the staff or representative, who will be allotted for doing the Electrical Audit work in our branches/ATMs/ Office. Authorization to conduct the Electrical Audit in branches/ATMs/ Office 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 rejected.



9. No part payment will be done before completion assigned work. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc except Audit charges.

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 up to the level of satisfaction.

12. In case Bank does not satisfied with the Electrical Audit report of any branch/ ATM, bank can assign the reaudit of the respective branch/ ATM/ Office without paying any additional charges for the reaudit.

13. If the project 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 and suggestions in the form of excel sheet should be submitted to zonal office.

15. Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.

B) COMPLETION TIME: Completion time for doing the Electrical Audit would be decided on mutual consent of the Electrical Auditor & Bank (preferably 45 days from the date of work order).

C) PAYMENT TERMS: Payment will be released on satisfactory completion of job, , submission of the copy of audit report to branches, 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

(Signature & Seal of bidder)

Name of Bidder





ANNEXURE-D

PART-II (PRICE BID) FOR ELECTRICAL AUDIT OF BRANCHES/ ATM/ OFFICE UNDER UCO BANK, HOOGHLY AND DURGAPUR ZONE.

TO,
ZONAL MANAGER,
UCO BANK ZONAL OFFICE HOOGHLY,
21, GT ROAD, UTTARPARA,
WEST BENGAL-712258

Subject: Financial bid for carrying out Electrical Audit of Branch/ ATM/ Office under Zonal Office Hooghly and Durgapur.

We have read the tender documents and submit our competitive rates as under: mentioned rates includes all necessary expenditure to carry our Electrical audit of Branch/ ATM/ Office like labour, transportation, halting charges, equipments, statutory expenses etc.

Price bid for Electrical Audit of Hooghly Zone

Sl. No.	Particulars	Unit rate INR	No. of sites	Total charges
1	Electrical audit charges for branch		74	
2	Electrical audit charges for Off-site ATM		8	
3	Electrical audit charges for Office		3	
			Total	
	GST @			
	Amount:		Grand	



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			total	
	Total amount in Words:			
Revisit charges after rectification of deficiencies to only designated Branch/ ATM/ Office under Hooghly Zone				
Sl. No.	Particulars	Unit rate INR excluding GST		
1	Electrical audit revisit charges for branch			
2	Electrical audit revisit charges for Off-site ATM			
3	Electrical audit revisit charges for Office			

Price bid for Electrical Audit of Branch/ ATM/ Office under Durgapur Zone

Sl. No.	Particulars	Unit rate INR	No. of sites	Total charges
1	Electrical audit charges for branch		80	
2	Electrical audit charges for Off-site ATM		20	
3	Electrical audit charges for Office		3	
			Total	
	<u>GST@</u>			
			Grand Total	
Total amount in Words:				



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Revisit charges after rectification of deficiencies to only designated Branch/ ATM/ Office under Durgapur Zone

Sl. No.	Particulars	Unit rate INR excluding GST
1	Electrical audit revisit charges for branch	
2	Electrical audit revisit charges for Off-site ATM	
3	Electrical audit revisit charges for Office	

(Signature & Seal of bidder)

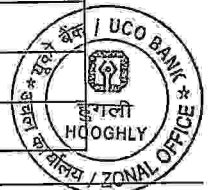
Name of Bidder



Annexure - 'E'PERFORMA OF ELECTRIC SAFETY AUDIT

1. Branch Inventory details:

Sl. No.	Description	Wattage	Nos. installed floor wise			Electrical load
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Pole 32A					
10.	MCB 1Pole 16A					
11.	MCB 1Pole 10A					
12.	MCB 1Pole 6A					
13.	MCB 1Pole 25A					
14.	RCCB 63A					
15.	Stabilizer					
16.	M.C.B 2 Pole 40 A					
17.	A.C Window					
18.	A.C Split 1.5 TR					
19.	A.C Split 2 TR					
20.	A.C Split 1 TR					
21.	Wall Fan					
22.	Ceiling Fan					
23.	Water Cooler					
24.	Exhaust Fan					
25.	T8 2 Fit 18 W					



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26.	T8 36 W					
27.	CFL 2 pin 18 W					
28.	T12 40 W					
29.	T8 36 W					
30.	CFL 40 W					
31.	CFL 30 W					
32.	Fire Machine					
33.	Camera					
34.	LCD					
35.	Fax M/C					
36.	Coffee M/C					
37.	Computer CRT					
38.	Printer					
39.	Master CPU 10A					
40.	Scanner					
41.	Money Counting Machine					
42.	Micro wave					
43.	Induction					
44.	Heater					
45.	T.V					
46.	ATM M/c					
47.	LED 2 X 2					
48.	LED Tube light					
49.	LED Bulb					
50.	LED other lights					
Total connected load (KW)						

2. Electrical Load analysis

Sl. 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)		

3. ELECTRICAL DISTRIBUTION SYSTEM:

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
01	Is distribution of load satisfactory		
02	Condition of Electrical Wiring		
03	Type of Wiring (open/conduit)		
04	Whether electrical equipments are operating at specified voltage/current (within tolerance range)		
05	Rating of Fuses/ Junction Box are as per standards		
06	Whether single isolating switch is available for the whole premises		
07	Earth Pits identified		
08	Condition of earthing		
09	Earth Connection to equipment's Proper/ Not proper		
10	No. of earth pits available		
11	Voltage between neutral and earth		
12	Whether DG is provided with neutral earthings		
13	Whether ELCB provided		
14	UPS room exhaust fan installed		
15	UPS room Condition		
16	UPS battery Connections		





17	Whether the Air Conditioners installed at Branch/Office is as per BEE		
18	Condition of wiring/pipes of Air conditioners		
19	Whether the lightening arrestor installed.		
20	Whether Fire extinguisher is working.		
21	Whether the last person leaving the branch/office is ensuring to cut off the main switch.		

4. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

5. Readings at Incoming Supply Panel:

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

6. UPS Details:





Parameters		Readings recorded (volt)	Normal range (volt)	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			

7. Meter Details:

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

8. Lux Levels

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

9. Thermal Imaging ;

- Main supply Panel:
- UPS Panel:

10. Condition of Electrical wiring (Good/ Medium/ Poor):

11. Rating of cable as per standard:

12. Tips on energy saving:



13. Observations:

Date:

Signature of Electrical Auditor with stamp

Note-Authorized representative of the above electric auditor agency checked the electrical installations in the premises; submit the audit report to us. We understand the nature of irregularities and their recommendations/suggestions to rectify these irregularities.

Signature of Branch Head with Stamp

Date:

