

NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 85 BANK PREMISES UNDER UCO BANK ZONAL OFFICE, PATNA.

SEALED QUOTATIONS ARE INVITED FROM THE COMPETENT ENGINEER/ AGENCIES HAVING SOUND TECHNICAL CAPABILITY FOR ELECTRICAL AUDIT OF BANK'S BRANCHES (INCLUDING ATM & CURRENCY CHEST) AND OFFICES UNDER UCO BANK ZONAL OFFICE, PATNA.

➤ **DETAILED TERMS & CONDITIONS ARE GIVEN BELOW:**

(A) Scope of work:-

- (1) We have 83 Branches (including 58 ATMs, 02 attached Currency Chests), 01 Zonal Office and 01 separate Currency Chest premises of Patna main branch **(total- 85)** in Patna Zone situated in 24 districts of Bihar, district- wise position of Branches shown in **Annexure- 'D'** of this advertisement.
- (2) Work is of doing Electrical audit of Branches for fire safety, energy saving & assessment of compliance of statutory guidelines of State Electricity Department.
- (3) Electrical Auditor should submit their report in prescribed format attached herewith as **Annexure- 'E'**, offer their recommendations & suggestions.
- (4) Upon receiving the duly filled Electrical audit report from Electrical auditor(s), Bank will arrange to rectify the deficiencies through at their own sources. If it is required to confirm the status of compliance by the bank of the same, then Bank can assign the work of Post rectification Electrical audit of any specific Branch to Electrical auditor. Post deficiencies rectification visits for assessment of level of rectification can be required for selected Branches.
- (5) Estimated cost of work for 85 Bank premises would be Rs. 2 lacs (two lacs) approx.

(B) Eligibility Criteria of the bidder person/ agency:

- (1) Applicant can be individual / organization.
- (2) Applicant should possess the valid degree in Electrical Engineering Accredited by BEE (Bureau of Energy Efficiency). Self attested Photocopy of such certificate should be submitted with the application.
- (3) 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).
- (4) Bidders have GST & PAN registrations.
- (5) Bidder should have experience in executing the similar work as under at the Public sector Banks/ RBI/ Govt. organizations/ PSU in last 5 years as on 31st March 2024.
- (6) Three similar completed or active contracts in not less than 36 Branches/ locations in last 5 years as on 31st March, 2024. **OR**
- (7) Two similar completed or active contracts in not less than 45 Branches/ locations in last 5 years as on 31st March, 2024, **OR**
- (8) One similar completed or active contract in not less than 72 Branches/ locations in last 5 years as on 31st March, 2024.

Note: 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'**

(C) Schedule for submission of Bids:

S.N.	Process	Schedule
1	Date of commencement of tender	17 th June, 2024
2	Pre-bid meeting	Queries related to tender can be submitted on our e-mail, zopatna.sec@ucobank.co.in on or before 01.07.2024 OR interested bidder may visit our Office on 01.07.2024 for pre-bid meeting at 11.30 am.
3	Last date of receipt of Sealed Bids	08 th July, 2024 up to 05.00 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, Maurya Lok Complex Floor, Block "A", New Dak Bungalow Road, Patna-800001
5	Date of opening of Bids	Eligibility Bid cum Technical Bid- 09.07.2024 at 12.30 pm, Financial Bid- 15.07.2024 at 12.30 pm.
6	Estimated cost of tender	Rs. 2 lakh (Two lacs) approx.
7	Earnest Money deposit (Refundable)	Rs. 2000/- Demand Draft in the name of UCO Bank, Zonal Office, Patna
8	Performance Security (Refundable after successfully completion of work)	10% of the cost of work to be submitted by successful bidder in the form of Demand Draft at the time of allotment of work.
9	Validity of tender	90 days from the date of opening.
10	Contact no.	6002642352 (Contact on Office Hrs. only)

- **Note:** 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 UCO Bank's Branches under Patna Zone.

(D) The Part-I & Part-II must contain the following documents:

- (1) **Part-I** - of tender, super scribing "PART-I (Eligibility Bid cum 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'** of the prescribed format given in **Annexure-'F'**.

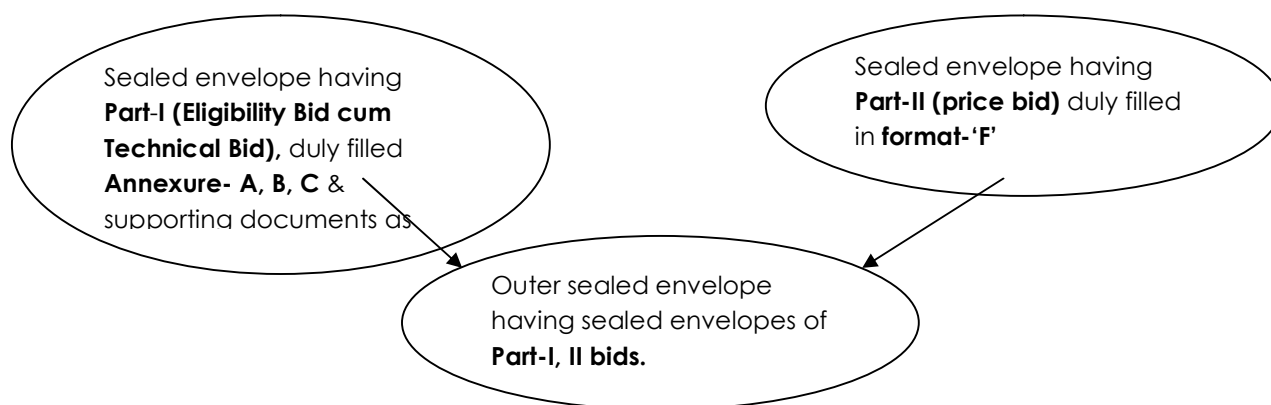
- (3) **Evaluation of Bids:** Part (I) Eligibility bid would be opened first, bidders who qualified in the evaluation of their eligibility bid are only considered for empanelment & evaluation of their financial bids Part- II. Date of opening of bids will be as per above specified schedule, in case of rescheduling of the same, an intimated would be sent to bidders through bidder's e-mail & 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 e-mail ID / telephone no., bounce back of e-mail, not connecting to bidders through telephone. In case of on engagement of official exigency date of opening of bids may be shifted. Its information will be given on email to bidders.

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.

- (4) **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 column no. 2 of Annexure-'F', Price bid).** Work would be allotted to lowest (L-1) bidder; Bank may 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.
- (5) **Earnest Money Deposit:** - Bidder has to provide Earnest Money Deposit of Rs. 2000/- (Two thousand) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Patna 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 paper stating with supporting document that he/ they will not refuse to execute the purchase order/ contract if awarded by Bank.
- (6) 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.
- (7) For any queries, bidder may contact the Zonal Office on working days between 10 A.M. to 5 P.M.
- (8) Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.
- (9) Any dispute arising in this matter will be settled in the jurisdiction of Patna (Bihar).

➤ **Submission & Packing of bids:**



ZONAL MANAGER

UCO Bank, Zonal Office,
Maurya Lok Complex,
4th Floor, Block "A",
New Dak Bunglow Road,
Patna-800001

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

APPLICATION FORMAT

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

(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 Bihar (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 will be forfeited. I/ we understand and accept the terms & conditions of the tender.

(Signature & Seal of Bidder)

Name of Bidder:

Date:

ANNEXURE-'B'

ELIGIBILITY BID (PART-I):

S.N.	Documentary proofs establishing eligibility of bidder	Provided (Yes / No)
1.	Name of the bidder, Address:	
2.	Degree in Electrical Engineering Accredited by BEE:	
3.	Degree 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:	
a	Work order/ Contract -1:	
b	Successful completion certificate:	
c	Work order/ Contract -2:	
d	Successful completion certificate:	
e	Work order/ Contract -3:	
f	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 45 branches/ locations in last 5 years:	
A	Work order/ contract -1:	
B	Successful completion certificate:	
C	Work order/ Contract -2:	
D	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:	
a	Work order/ contract -1:	
b	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 will be forfeited.

(Signature & Seal of bidder)

Name of Bidder:

Date:

ANNEXURE- 'C'

(A) GENERAL TERMS & CONDITIONS:

- (1) The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches/ Office in Bihar State under Patna 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 Patna.
- (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 have to inform the names of their authorized staff /Auditor/ Engineer. 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) 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 Electrical audit work in our Branches including ATM & Currency Chest / Offices. Authorization to conduct the Electrical audit in Branches 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 up to the level of satisfaction. It will be refunded after successfully completion of the work.
- (12) In case Bank does not satisfied with the Electrical audit report of any Branch, Bank can re-assign the auditor of L-I agency to re-audit the same Branch without paying any additional charges for the re-audit.
- (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) A consolidated report on items required to be installed or replace and required work to be done in Branch has to be submitted with final report of Electrical Audit at Zonal Office.
- (16) Bank reserves the right to accept or reject any or all quotation/s or cancel the entire Tendering process without assigning any reason.
- (17) Each page of RFP will be signed and stamped by the Bidder and all pages of bid will be numbered, if not found bid will be rejected.

(B) COMPLETION TIME: Completion time for doing the Electrical Audit of Branches would be decided on mutual consent of the Electrical Auditor & Bank. It would depend upon the nos. of Branches allotted to respective auditor.

(C) PAYMENT TERMS: Payment will be made by Zonal Office, Patna against invoice after completion of job, successful 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 conditions as per Annexure –‘C’

(Signature & Seal of bidder)

Name of Bidder:

ANNEXURE-D

DISTRICT WISE BRANCHES OF UCO BANK PATNA ZONE

1	ARWAL	Arwal
2	AURANGABAD	Aurangabad
3	DAUDNAGAR	Aurangabad
4	AMBA	Aurangabad
5	ARRAH	Bhojpur
6	GUNRI	Bhojpur
7	BEHEA	Bhojpur
8	JAGDISHPUR	Bhojpur
9	BUXAR	Buxar
10	DUMRAON	Buxar
11	BALISONBARSA	Buxar
12	DARBHANGA	Darbhangha
13	BAHADURPUR	Darbhangha
14	BELAYAKUB	Darbhangha
15	DARBHANGA - MLSM	Darbhangha
16	MOTIHARI	East Champaran
17	GAYA	Gaya
18	MM COLLEGE GAYA	Gaya
19	BUNIADGANJ	Gaya
20	KENDUA	Gaya
21	BARA	Gaya
22	WHITE HOUSE COMPOUND	Gaya
23	BODH GAYA	Gaya
24	SHERGHATI	Gaya
25	GOPALGANJ	Gopalganj
26	JAHANABAD	Jahanabad
27	JHAJHA	Jamui
28	CHAKAI	Jamui
29	GIDHAUR	Jamui
30	SONO	Jamui
31	JAMUI	Jamui
32	RATANPUR	Jamui
33	SURAJGARHA	Lakhisarai
34	BARAHIYA	Lakhisarai
35	PIRIBAZAR	Lakhisarai
36	SAHUR	Lakhisarai
37	SALEMPUR	Lakhisarai
38	LAKHISARAI	Lakhisarai
39	PANDAUL	Madhubani
40	MADHUBANI	Madhubani
41	MUZAFFARPUR	Muzaffarpur

42	CLUB ROAD MUZZAFFARPUR	Muzaffarpur
43	BOCHAHA	Muzaffarpur
44	SABAIPATTI	Muzaffarpur
45	BIDYAJHAMP	Muzaffarpur
46	BHAGWANPUR	Muzaffarpur
47	BIHARSHARIF	Nalanda
48	NAWADA	Nawada
49	PATNA MAIN	Patna
50	FRASER ROAD	Patna
51	PATLIPUTRA IND. AREA	Patna
52	KANKERBAGH	Patna
53	EKDANGA	Patna
54	KURJEE	Patna
55	DIGHA GHAT	Patna
56	IGSC PLANITORIUM	Patna
57	MAHALEKHAKAR BHAVAN	Patna
58	KHAGAUL	Patna
59	RAZABAZAR-BIHAR	Patna
60	IAS COLONY	Patna
61	PATNA SAHEB	Patna
62	BIHTA	Patna
63	MANER	Patna
64	MUSTAFAPUR	Patna
65	PHOOLWARI SHARIF	Patna
66	FATUHA	Patna
67	MASAUHRI	Patna
68	SASARAM	Rohtas
69	VIKRAMGANJ	Rohtas
70	DEHRI ON SON	Rohtas
71	CHAPRA	Saran
72	EKMA-SARAN	Saran
73	JALALPUR	Saran
74	ARIYARI	Sheikhpura
75	DIHA	Sheikhpura
76	SHEIKHPURA	Sheikhpura
77	SHEOHAR	Sheohar
78	SITAMARHI	Sitamarhi
79	SIWAN	Siwan
80	MAIRWA	Siwan
81	SARAI BRANCH	Vaishali
82	HAJIPUR	Vaishali
83	BETTIAH	West Champaran

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					
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 Connectedload		
3.	Additional load required (if any)		
4.	Has branch paid any penalties forexcessive 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. Condition of Electrical wiring (Good/ Medium/ Poor):

10. Rating of cable as per standard:

11. Tips on energy saving: If required attached separate sheet.

12. Observations: If required attached separate sheet.

Date:

Signature of Electrical Auditor with stamp

Branch Declaration:

Note-Authorized representative of the above electric auditor agency checked the electrical installations in the premises; submitted 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:

Note: All pages will be initialled by Branch Manager of concerned Branch.

ANNEXURE- 'F'

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

Bank require to conduct the Electrical audit of Branches through Electrical auditors are expected to visit the each of the Branch including ATM & Currency Chest / Office site shown in Annexure- 'D', prepare the Electrical audit report as per Annexure- 'E'. Charges for that work to be quoted in Columns - (2) of below table.

Upon receiving the duly filled Electrical audit report from Electrical auditor(s), Bank/ Branch will arrange to rectify the deficiencies through their own sources. After rectification of deficiencies pointed out in Electrical audit of a Branch, if Bank required to confirm the status of compliance of the same, then Bank may assign the work of Post rectification Electrical audit of any of the Branch to any Electrical auditor.

Lowest bid would be decided on comparative evaluation of price quoted in column no. 2, Charges for Electrical audit per Branch. Bank reserve right to negotiate with lowest bidder.

Column	Charges for Electrical audit per Branch /Office -INR
(1)	(2)
	Rs.

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

(Signature & Seal of Bidder)

Name of Bidder:

Date: