

NOTICE INVITING TENDER

ELECTRIC CUM ENERGY AUDIT OF UCO BANK BRANCHES & ATMS UNDER BHOPAL ZONE

Ref: ZOBP/SEC/2024-25/47

Date: 13.01.2025

UCO Bank, Zonal office Bhopal, invites tender for Electric cum Energy Audit of all branches, ATMs and administrative offices falling under Zonal Office Bhopal in state of Madhya Pradesh.

Schedule:

Date of Commencement	13.01.2025
Last date for submission of Tender	03.02.2025 upto 6.00 PM
Opening of Technical Bid	04.02.2025 at 12.00 PM
Opening of Financial Bid	Will be informed later to technical qualified bidder
Cost of Tender	Nil
Tender Processing Fee	Rs 1000.00/-
EMD amount	Rs 10000.00/- (MSME exemption applicable)
Issue of Tender document	From 13.01.2025 to 03.02.2025 Tender documents can also be downloaded from Bank's website https://www.ucobank.com
Bids to be submitted to	UCO Bank, Zonal Office, Security/GAD Department UCO Bank Building, Plot no 22, Arera Hills, Jail Road, Bhopal (Madhya Pradesh)- 462027
Contact Person	Sqn Ldr Shalini Singh (Retd), Security Officer Mr Avinash Verma, General Administration Incharge
For Communication	UCO Bank, Zonal Office, Security/GAD Department UCO Bank Building, Plot no 22, Arera Hills, Jail Road, Bhopal (Madhya Pradesh)- 462027 Tele No: 0755-4046016/20, +91-8670165439/ +91-9329641920 E-mail: zobhopal.sec@ucobank.co.in zobhopal.gad@ucobank.co.in

A. SCOPE OF WORK

UCO Bank Zonal Office Bhopal, invites the bids from reputed & experienced firms to conduct the Electric cum Energy audit of all premises of UCO Bank (both leased and bank owned) falling under Bhopal Zone. **Guidelines & Format** for the Audits is attached with tender document.

B. TERMS OF EXECUTION OF WORK

The service/audit must commence within a period of 7 days and shall be completed within 03 months after acceptance of the work order issued by the Bank. Any delay in services will attract penalty of 1% of the contract value per week subject to maximum of 10% of the contract value. Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. Part of week will be treated as a week for this purpose. However, the Bank may condone the liquidity damages for delay of less than a week. The decision to further continue/discontinue the contract with the service provider lies fully with the Bank.

C. ELIGIBILITY CRITERIA

Government certified Electrical auditors who are registered with Bureau of Energy Efficiency having minimum educational qualification of Electrical Engineering degree and have a capable team & three years' experience of electrical audit work.

The firm must be a registered company or firm in India and should have been in the business in India from the last 3 years.

D. REJECTION OF BID

The bid is liable to be rejected if:

- Tenders not received in two parts in separate envelopes will be summarily rejected.
- It is not in conformity with the instruction mentioned in this tender document.
- It is not accompanied by requisite tender processing fee as stated above.
- It is received after expiry of the due date and /or time.
- It is evasive and contains incorrect information.
- There is canvassing of any kind.
- It is submitted anywhere other than the tender box or to the addressee.
- **Any indication of price/rate/charges is being found in Part-I of the tender.**
- **The tender/RFP is conditional.**
- **The bidder/employee of bidder is debarred/de-listed by any Bank/Govt dept/PSU.**

E. GENERAL TERMS AND CONDITIONS

1. A non-refundable tender processing fee of Rs. 1000/- through DD in favor of UCO Bank Zonal Office payable at Bhopal must be submitted along with application form.
2. Tender document to be collected from UCO Bank Zonal Office Bhopal, Security/General Administration Department or can be downloaded from Bank's website.
3. Vendors should submit all the relevant supporting documents as a part of submission. All such documents should be sealed & signed by the Authorized Signatory.
4. If, any information furnished by the vendors is found incorrect at a later date, he/she shall be liable to be debarred from participating in any of the bidding process of the bank. The bank reserves the right to verify the particulars furnished by the applicant independently.

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5. Response to tender should be submitted in Sealed Envelope. Sealed Tenders are to be submitted in two parts. The envelope containing Part-I of tender should be super scribed clearly "Part-I (Technical Bid)" and the name of work whereas the separate envelope containing Part-II should be super scribed clearly "Part-II (Price Bid)" and the name of work. The main sealed envelope containing both Part – I & Part – II and superscribe "**Tender for Electric cum Energy Audit of Branches & ATMs under Bhopal Zone**" should be submitted to **UCO Bank, Zonal Office Bhopal, Security/ General Administration Department, Plot No. 22, Arera Hills Jail Road Bhopal (M.P.)**.
 6. The last date of submission is as per schedule. No tender will be accepted after this date & time. In case the designated day gets declared as a public holiday, the period for submission of tender may be extended to the next working day.
 7. The Bank reserves the right to scrap the order at any time, without assigning any reason. The Bank's decision in this regard shall be binding and final. Any decision in this regard by Bank shall be final, conclusive and binding on the firms.
 8. The electrical Auditor has to inform the concerned branch and Zonal office at least 02 days prior visiting the branch so that branch is prepared and if any change is required it may incorporate to avoid any inconvenience.
 9. If there will be any electric shut down required in branch or office for doing electric audit then branch may give a suitable date/time for same (as per convenient) and electrical auditor may be called/visit on holiday or sunday to complete the job.
 10. The Company/Firm shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself for their, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out the electrical audit of branch/office.
 11. No extra payment/ charge will be entertained by Bank.
 12. Electric Audit is to be conducted as per stipulated form in branches & ATMs.

F. VALIDITY OF OFFER

The price finalized shall remain valid for a period of six months from the date of such finalization.

G. OPENING OF OFFERS

The technical bids will be opened as per schedule, in the presence of the committee members, service providers /their authorized representatives accompanied with valid ID proof and authority letter. No separate intimation will be given in this regard to the service providers for deputing their representatives. The Price Bids/ Commercial Offers will be opened only the technical qualified bidders and date and time will be informed separately.

H. District wise number of premises under Bhopal Zone are as follows:

S.No.	District (No. of Branches)	Name of Branches
1	Anuppur (1)	Anuppur
2	Ashok Nagar (4)	Ashok Nagar
3		Malhargarh
4		Mungaoli
5		Sehrai
6	Balaghat (1)	Balaghat
7	Bhind (6)	Ater
8		Bhind
9		Daboh
10		Ethar
11		Gohad Chauraha
12		Umri
13	Bhopal (14)	Arera Colony
14		Bagmugaliya
15		Bairagarh
16		Gulmohar
17		Habibganj
18		Itikhedi
19		Jatkhedi
20		Kolar Road
21		Lalghati
22		Malviya Nagar
23		Marwadi Road/ Main
24		Piplani
25		Zonal Office
26		Regional Training Centre
27	Chhatarpur (1)	Chhatarpur
28	Damoh (1)	Damoh
29	Datia (3)	Datia
30		Magrol
31		Sonagir
32	Dindori (1)	Dindori
33	Guna (1)	Guna
34	Badkheda (Katni) (1)	Badkheda (Katni)
35	Gwalior (13)	Dabra
36		Birla Nagar
37		Cancer Hospital
38		Chhattri Bazar
39		Gola Ka Mandir
40		High Court Road
41		Morar
42		Naya Bazar
43		SAF(Kampoo)

44		Sarafa
45		Shukalhari
46		Sitholi
47		Tekanpur
48	Jabalpur (13)	Barela
49		Deori
50		Gwarighat
51		JG Jabalpur
52		Civic Center
53		JNKVV
54		Krishi Nagar
55		Navyug College
56		Shanti Nagar
57		Vehicle Factory
58		Wright Town
59		Narrai
60		Katra Belkheda
61	Mandla (1)	Mandla
62	Morena (4)	Morena
63		Noorabad
64		Pahargarh
65		Sabalgarh
66	Niwari (1)	Niwari
67	Panna (1)	Panna
68	Narsinghpur (4)	Babai
69		Dangidhana
70		Narsinghpur
71		Sankal
2	Raisen (4)	Bareli
73		Mandideep
74		Obaidullaganj
75		Raisen City
76	Rewa (2)	Rewa
77		Agri College Rewa
78	Sagar (3)	Bina
79		Sagar
80		Khurai
81	Satna (1)	Satna
82	Maihar (2)	Sonwari
83		Maihar
84	Seoni (1)	Seoni
85	Shahdol (1)	Shahdol
86	Sheopur Kalan (3)	Dhodhar
87		Premsar
88		Sheopur Kalan
89	Shivpuri (2)	Bairad

I.

90		Shivpuri
91	Sidhi (1)	Sidhi
92	Singrauli (1)	Singrauli
93	Tikamgarh (1)	Tikamgarh
94	Umaria (1)	Umaria
95	Vidisha (5)	Ahemadpur
96		Deokhajuri
97		Ganjbasoda
98		Gyaraspur
99		Vidisha

EVALUATION CRITERIA OF THE TENDER

The tender will be evaluated on lowest price offered by the bidder excluding GST on the basis of quoted price for the work. The Bank reserves its right for splitting the work between the two or three service providers as per location. The splitting of order will be considered if L-2, L-3 and so on agrees to match the prices quoted by L-1 service provider. If splitting of work order is considered, work will be divided in the ratio of 60:40 or 50:30:20. The Bank reserves its right to give full order to L-1.

J. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

K. RIGHT TO ALTER QUANTITIES

The Bank will be free to either reduce or increase the number of branches for audit on the same terms and conditions. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

L. REPORTS SUBMISSION

Vendor should submit the audit report of first branch immediately after visit for checking purpose, remaining branches can be carried out after positive confirmation from bank. Vendor should submit the electric audit report (softcopy & hardcopy) to respective branches and Zonal office. **Summary/Consolidated reports to** should be submitted separately (softcopy/hardcopy) to zonal office.

M. PAYMENT TERMS

The terms of payment are as under:

- No advance payment against work order.
- 100% payment will be made by respective branches after receiving the Audit reports.
- No additional payments will be considered for multiple visits.

N. EXECUTION OF AGREEMENT

The successful bidders will have to execute an Agreement with Zonal Office, Bhopal in non-

judicial stamp paper of requisite value purchased in favour of the vendor or UCO Bank and as per the draft of Agreement.

O. ORDER CANCELLATION/TERMINATION

The Bank reserves its right to cancel the entire / unexecuted part of Work Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non-performance of the contract by giving 15 days written notice:

- Fails to accept the purchase order within the specified time.
- Delay in execution of work beyond the specified period.
- Partial execution of job.
- Serious discrepancies/negligence noted during electric audit/items delivered.
- Breach of terms and conditions of the Order as well as NIT.
- Bank have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation there for.

P. CONSEQUENCES OF TERMINATION

The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non-performance/non-compliance of the terms and conditions of the work order/ contract by the Contractor/ Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

Q. STATUTORY OBLIGATIONS, NOTICES, FEES & CHARGES

The Contractor will comply with and give all notices required by Government Authority & Rule, Order or Instrument made under any Act of Parliament or any Regulation or Bye Law of State Govt. or any Authority relating to the Work or with whose system same is & will be connected. The Contractor, before making any variation from the Drawings & Contract Bills, shall give to the Architect a written notice stating reasons for such variations & the Architect may issue Instructions in regard to that. If within 7 days of having given written notice the Contractor does not receive any instructions, he shall proceed with Work as per Rules, Order or Regulation in question & any Variation thus required shall be a Variation required by the Bank.

The Contractor will be liable for & shall indemnify the Employer against any liability, loss, claim or proceeding, whatsoever, arising under any statute or at common law in respect of personal injury to or death of any person, whomsoever, arising in course of or caused by carrying out of Work.

The Contractor shall be liable and shall indemnify the Employer against any expense, liability, loss, claim or proceedings in respect of any injury or damage, what so ever, to any property, real or personal, in so far as such injury or damage arising out of or in the course of or by reason of the carrying out of the Work, and Provided always that the same is due to any negligence, omission or default of the Contractor, his workers, servants etc.

R. ARBITRATOR

All disputes & differences of any kind whatever, which may at any time arise between the Parties hereto, relating or concerning Work or the execution or maintenance thereof or the rights touching or concerning Work or the execution or maintenance thereof or the execution, remaining operation or effect thereof or to the rights or liabilities of the Parties or arising out of or in relation thereto, weather during or after Determination for closure or breach of Contract (other than those in respect of which the decision of any person is by the Contract expressed to the final & binding), shall after a written notice by either Party of contract to the other of them, and to the Employer, hereinafter mentioned, be referred for Arbitration to the Sole Arbitrator, to be appointed as hereinafter provided. For the purpose of appointing the Sole Arbitrator referred to above, the Employer shall send within thirty days of receipt of the notice to the Contractor, a panel of the names of persons who shall be presently unconnected with the organization for which the Work is being executed.

The Contractor shall, on receipt of the names, select any one of the such named persons to be appointed as Sole Arbitrator & communicate same to Employer within thirty days of receipt of the names. The Employer shall thereupon appoint the said person the Sole Arbitrator. If the Contractor fails to communicate such selection as provided above within the period specified, the component authority shall make the selection and appoint the selected person as the Sole Arbitrator. If the Employer fails to send the Contractor the panel of three names as aforesaid within the period specified, the Contractor shall send to the Employer, a panel of three names of persons who shall be all unconnected with either party. The Employer shall on receipt of the names as aforesaid select any one of the persons named and get appointed him as a Sole Arbitrator. If the Employer fails to select the person and appoint him as a Sole Arbitrator within thirty days of receipt of the panel and inform the Contractor accordingly, the Contractor shall be entitled to appoint one of the persons from the panel as a Sole Arbitrator and communicate his name to the Employer. If the Sole Arbitrator so appointed is unable or unwilling to act or resign his appointment or vacates his office due to any reason, whatsoever, another Sole Arbitrator shall be appointed as aforesaid.

The Work under the Contract shall however continue during the Arbitration Proceedings and no payments due or payable to the Contractor shall be withheld on account of such proceedings. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the Parties fixing Date of First Hearing. The Arbitrator may, from time to time, with the consent of Parties, extend time for making & publishing the Award. The Arbitrator shall give a separate Award for each of dispute or difference to him. The Arbitrator shall decide each dispute in accordance with the Terms of this Contract and give reasonable Award. The venue of the Arbitration shall be such place as may be fixed by the Arbitrator on his sole discretion. The fees of the Arbitrator, if any, required to be paid before the Award is made & published, shall be borne half & half by each of the Parties. The Cost of the reference & of the Award including the fee, if any, of the Arbitrator, who may direct to & by whom in what manner such cost or any part thereof shall be made &

fixed or settle the amount of costs to be so paid. Award of the Arbitrator shall be final & binding on both Parties. Subject to the aforesaid, the provision of Indian Arbitration Act – 1950, or any statutory modification or reenactment thereof and the Rules made there under & enforced for the time being, shall apply to the Arbitration Proceedings under this Clause. The Parties hereto also agree that Arbitration under this Clause shall be a condition precedent to any right to action under the Contract with regards to the matters hereby expressly agreed to be so referred to Arbitration.

S. FORCE MAJEURE

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public, enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc. then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event been titled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

Zonal Manager
UCO Bank, Zonal office
Bhopal

Encl: Annexure – I Application Form
 Annexure – II Details of Applicant
 Annexure – III Performa of Electrical Audit Report
 Annexure – IV Draft Agreement
 Annexure – V Format of Integrity
 Annexure – VI Draft Indemnity Bond
 Annexure – VII Undertaking Regarding Blacklisting/ Non-Debarment
 Annexure – VIII Financial Bid

APPLICATION FORM

To
The Zonal Manager
UCO Bank Zonal Office
22, Arera Hills, Jail Road
Bhopal

Sir,

1. We have carefully examined all the contents incorporated in the various parts of this Tender Document for branches in under jurisdiction of UCO Bank, Zonal Office Bhopal and taken note of all the terms & conditions stated in the Tender Document in its various parts.

2. We understand that the time schedule to complete the job is 02 days per branch from the stipulated date of commencement of the work and the same accepted by us is the essence of the contract.

3. We enclose a Pay Order/ Demand Draft for Rs 1,0000/- (Rupees Ten Thousand only) drawn in favour of UCO Bank Zonal Office Bhopal and payable at Bhopal as Earnest Money Deposit (P.O/DD No _____ Date _____ Issuing Bank _____ Branch _____).

4. We also agree that our tender along with the prices will remain valid for total contract period or six months whichever is later.

5. Our PAN for Income Tax is _____ We are registered with GST authorities and our registration numbers are as follows:

GST Number: _____

For and on behalf of

(With seal)

Signature _____

Name _____

Designation _____

DULY AUTHORIZED SIGNATORY _____ day of _____ 2025

DETAILS OF APPLICANT

I. Basic Information :(To be filled by applicant)

S.No.	Particulars	Details
1	Name of the Company/ Firm/ Applicant: Address of registered office: Phone No: Fax No: E-mail: Mobile No: Website, if any:	
2	Date and year of establishment (Enclose documentary evidence)	
3	Type of the organization (proprietorship/ partnership/ private ltd/ cooperative body etc)	
4	Details of registration whether partnership firm, Company etc. Name of registering authority, Date and Registration number. (Enclose documentary evidence)	
5	Name of the proprietor/partners/Directors of application with address and phone number (if applicable) a. b. c.	
6	Whether the firm has worked with Government/Semi-Government/ Municipal Authorities or any other public sector Banks etc. if so, give details & attach copy of such 02 latest work order	
7	No of years of experience in the relevant field (enclose certificate)	
8	Yearly turnover of the organization during last three financial years (year wise) as certified by the chartered accounted (enclose copy of balance sheet of last year)	Rs. _____ For 2021-22 Rs. _____ For 2022-23 Rs. _____ For 2023-24

9	Name of electrical auditor/ engineer/ inspector (full details and qualification) (Enclose document)	
10	PAN no: GST no: (Enclose documentary evidence)	
11	Details of staff member who will execute the project (attach separate sheet with qualification certificate)	
12	License Number/ name of the Licensing authority	

II. List of important works completed

S.No.	Name of the project/ work and employer	Nature of work	Work Order No & date	Present stage of work	Value of contract (Rs)	Brief details of the dispute (if any)

Notes:

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

PERFORMA OF ELECTRICAL AUDIT REPORT

- Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
- Electrical Auditor must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
- Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
- Inspection / recommendation report of existing electrical system with your observations and remarks.
- Photocopy of last three electrical bills of the branch/office/ATM, including marking any discrepancy, if any.

BRANCH/ OFFICE OVERVIEW

S. No.	Description	Particulars
1	Zone	BHOPAL
2	Name of Branch	
3	Branch Code	
4	Address	
5	Phone/Fax	
6	Contact Person	
7	Mobile no.	
8	Email id	
9	Area of Premise	
10	Average working hours in a day	
11	Working days in a week	

I. **BRANCH INVENTORY DETAILS**

S.No.	Description	Wattage	Nos installed floor wise			Electrical load	Suggestions for Improvement
			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	Cash Counting Machine						
42	Micro wave						
43	Heater						
44	T.V.						
45	ATM M/c						

II. ELECTRICAL LOAD ANALYSIS

S.No.	Description	Status	Suggestions for Improvement
1	Total Sanctioned Load		
2	Total Connected Load		
3	Is Sanctioned load less than Connected load		
4	Has branch applied for additional load		
5	Electrical Load Utilization		
6	Electrical Load on UPS		
7	DG Set installed: YES/NO		
8	DG Set Capacity		

III. **ELECTRICAL DISTRIBUTION SYSTEM**

S.No.	Description	Status	Suggestions for Improvement
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring Used		
4	No. of MCB's and ELCB		
5	Whether MCB's and ELCB are of required rating		
6	Whether cables and connection are good and of adequate capacity		
7	Whether electrical equipment are operating at specified voltage /current (within tolerance range)		
8	Rating of Fuses/Junction Box		
9	Are the ratings correct?		
10	Are Fire Box Switch Inserts used		
11	Whether single isolating switch is available for the whole premises		
12	Are Earth Pits identified		
13	Earth Connection to equipment: Proper/Not proper		
14	No. of earth pits available		
15	Whether earthing is done properly to equipment		
16	Voltage between neutral and earth		
17	Whether DG is provided with neutral earthing		
18	Whether ELCB provided		
19	ATM M/s Earth pits identified		
20	Earthing check of each pit		
21	UPS room exhaust fan installed		
22	UPS room Condition		
23	UPS battery Connections		
24	Whether adequate capacity timer used in timer of AC/Glow sign board		

25	Whether lightening arrestor provided in Branch/ATM		
26	Whether water seepage near electric equipment		
27	Whether there is any provision to isolate electric supply of equipment in night from entire Electrical System		

IV. MEASUREMENT OF ELECTRICAL PARAMETERS

Meter number:						
S.No.	Description	Voltage	Current	Power factor	Power	Remarks
	R					
	Y					
	B					
	Neutral					

V. FLOOR WISE ASSESSMENT OF UPS (Report to be submitted as per following format):

No of UPS	Capacity of UPS (KVA)	P-P Voltage of each UPS			P-N Voltage of each UPS			Phase Currents			Total electrical load consumption		Neutral earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A				

VI. LUX LEVELS

S.No.	Area	Lux
1	Branch head cabin	
2	Officers Sitting Area	
3	Cash Counters	
4	Store Room	
5	UPS Room	
6	ATM Room	

VII. GENERAL CONDITION OF ELECTRICAL WIRING

VIII. TIPS FOR ENERGY SAVING

IX. OBSERVATIONS/ RECOMMENDATIONS

S.No.	Mandatory Actions		Proposed for Betterment
	Immediate Actions	Actions within few months	

Signature of Electrical Auditor

Branch Seal & Signature of Branch Head

NOTE: Soft copy of electric audit will be provided to zonal office along with separate sheet of recommendation for observation.



ELECTRIC SAFETY AUDIT FOR OFFICES/ BRANCHES

(Invariably respond to all the following parameters/aspects. Do not delete or add any parameter from/to this list.)

S.No.	Parameter	Your Response
1.	Whether agreeable to all the terms and conditions expressed by the Bank?	Yes/No
2.	Whether agreeable to the payment norms of the Bank?	Yes/No
3.	Whether agreeable to execute electric safety audit for more/less number of branches indicated in this document in case of need at any point of time, during the period of contract	Yes/No
4.	Whether agreeable to execute all the parameters as per the enclosed check list for fire safety audit	Yes/No

I/ We have read and understood all the terms and conditions stipulated by the Bank and do hereby agree to each and every item indicated therein.

Dated this _____ day of _____ 2025.

Signature of Electric Auditor/

Authorized signatory of Electric audit firm with seal

DRAFT AGREEMENT

Article of agreement made this _____ day of _____ 2025 between the "UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001 having Zonal office at Bhopal (hereinafter referred to as "Bank" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns and successors) of the "ONE PART and M/s having its registered office at (herein after called "The Vendor") of the other part, which expression should include its successor/s and assignee/s. Whereas the Bank is desirous of executing Contract for Electric cum energy audit at UCO Bank..... Office at

And whereas the said work as mentioned in the work order have been accepted and signed by and on behalf of the Vendor.

And whereas the vendor has agreed to execute upon and subject to condition set forth herein and work order, General conditions of contract, special condition of contract, including all other conditions as mentioned, in the work order, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letter inclusive, (all of which are collectively hereinafter referred to as " the said conditions") the work described in the said specification and included in the tender at the rates therein set for in UCO Bank Work Order No..... dated2025 and amounting to the sum of Rs.(Rupees only) inclusive of all charges except GST (GST will be paid extra).

NOW IT IS HEREBY AGREED AS FOLLOWS:

The following documents attached hereto shall be deemed to form an integral part of this Agreement:

- (a) Work order letter no-..... dated
- (b) R.F.P. (Request for Proposal) dated
- (c) Corrigendum (if any) dated

GENERAL TERMS AND CONDITIONS:

1. The successful bidder will be engaged for 'Electrical Audit' of Banks Buildings/ Branches at
2. The work is to be started in consultation with Department, UCO Bank Zonal Office Bhopal.
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 period.

4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of 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 to be deployed at the site during the work, and their working hours and availability at site.

6. No space will be provided for site office, labour camps, storage etc.

7. Auditor should submit his report as per Bank's format (Annexure-I) in a booklet covering his observations and suggestions on remedial steps to be taken by the Bank to improve the situation.

8. Date of Commencement: The work shall be deemed to be commenced from seventh day from the date of receipt of work order or handing over of site whichever is later. The work should be started in consultation with respective Zonal Offices. However, the bidder should take possession of work site within fifteen days from the receipt of the work order.

9. Time of Completion: 02 days per branch from the stipulated date of commencement of the work.

10. ORDER CANCELLATION/TERMINATION: The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non-performance of the contract by giving 15 days written notice:

a. Fails to accept the purchase order within the specified time.

b. Delay in execution of work beyond the specified period.

c. Partial execution of job.

d. Serious discrepancies noted in the items delivered.

e. Breaches in the terms and conditions of the Order

f. Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation thereof.

11. CONSEQUENCES OF TERMINATION: The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non-performance/ non-compliance of the terms and conditions of the work order/ contract by the Contractor/ Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

12. Terms of Payment: Bank will not pay any advance.

a. 100% Payment will be made by after submitting of detailed report as per Bank's format.

b. No payment will be made till execution of Agreement with UCO Bank, Zonal Office, Bhopal.

c. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.

13. INTEGRITY Pact: agrees to execute Integrity Pact as per Bank's format as per Annexure-IV on Non-judicial Stamp Paper of appropriate value with Office,

14. INDEMNITY: agrees to submit Indemnity Bond as per Bank's format as per Annexure-V on Non-judicial Stamp Paper of appropriate value with Office,

15. Non-Disclosure: The successful bidder must undertake that they shall hold in trust any information received by them, under the Contract/Agreement, and the stickiest of confidence shall be maintained in respect of such information.

16. Non-Assignment: Successful bidder, shall agree to neither the subject matter of the agreement nor any right here in shall be transferred, sub-contracted, assigned or delegated to any third party by the successful bidder without prior written consent of the Bank.

In witness where of the Employer and the vendor have set their respective hands on the day and year first herein above written.

Signed on behalf of the UCO Bank
By its duly authorized Officer
In presence of:

1) Signature.....
Name with address:

2) Signature.....
Name with address

Signature on behalf of the vendor
in presence of:

1) Signature.....
Name with address:

2) Signature.....
Name with address:

FORMAT OF INTEGRITY

UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001 and its Zonal office, 380, Saket Nagar, Bhopal hereinafter referred to as "Bank" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) of the "ONE PART and Herein after referred to as "The Bidder/Contractor".

Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for..... The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and / or contractor (s).

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Bank.

1.The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

a. No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Bank will during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidders (s) the same information and will not provide to any Bidders (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c. The Bank will exclude from the process all known prejudiced persons.

2. If the Bank obtains information on the conduct of any of its employees which is criminal offence under the IPC/PC Act, or it/if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

Sections 2 – Commitments of the Bidder (s)/Contractor(s)

1.The bidder(s) /contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the

execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage or during the execution of the contract.

b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. The Bidder declares that he/his employee has not delisted/ blacklisted with any other public sector enterprise/Govt office in India that could justify his exclusion from the tender process.

2. The Bidder (s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bank is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

Section 4: Compensation for Damages

1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

2. If the Bank has terminated the contract according to Section 3, or if the Bank is entitled to terminate the contract according to Section 3, the Bank shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent to Performance Bank Guarantee.

Section 5: Previous Transgression

1. The Bidder declares that he/his employee has no previous transgressions/delisted occurred with any other company in any country conforming to the anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject he can be disqualified from the tender process and action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6: Equal treatment of all Bidders/Contractors/subcontractors.

1. The Bidder (s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Bank before contract signing.
2. The Bank will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violation Bidder(s)/Contractor(s)/Sub contractor(s).

If the Bank obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor/Monitors

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.
3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder (s)/Contractor(s)/Subcontractor(s) with confidentiality.

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the

contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act, in a specific manner refrain from action or tolerate action.

6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should be occasion arise, submit proposals for correction of problematic situations.

7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.

8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9. The word "Monitor" would include both singular and plural.

Section 9 – Pact Duration.

This pact begins when both parties have legally signed it, if expires for the contractor 10 months after the last payment under the contract, and for all other Bidders & Months --- the contract has been awarded.

If any claim is made lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director, UCO Bank.

Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Bank i.e.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the Contractor is partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Bank)

(Office Seal)

Place_____

Date_____

Witness : (Name & Address)

(For & On behalf of Bidder/Contractor)

(Office Seal)

Place_____

Date_____

Witness : (Name & Address)

DRAFT INDEMNITY BOND

KNOW all men by these presents that I/We, Shri/Smt....., son/daughter/wife of Shri....., residing at, as Proprietor/Partner/Director of, having office at, a contractor/Vendor and have submitted an offer in response to Tender Notice No. dated being the indemnifier do hereby execute indemnity bond in favour of UCO Bank having their Head Office at 10, B.T.M Sarani, Kolkata-700 001 and having Zonal Office, at on this--- day of -----, 2025,

WHEREAS the Bank invited tenders for-AND WHEREASsubmitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the tender submitted byand informed them by its letter datedAND WHEREAS pursuant to acceptance of the tender given by the said Contractor, the Bank and the said Contractor have entered into an Agreement on.....for.....

AND WHEREAS it is one of the terms of the said Tender-Contract that the Contractor shall give an indemnity in the manner hereinafter appearing.

NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:

In consideration of the Bank having agreed to award the aforesaid contract to us more particularly described and stated in the aforesaid Agreement dated ----- and the related tender documents, we do hereby agree ad undertake that we, being the indemnifier shall, at the time hereinafter save and keep the bank harmless and indemnified including its respective Directors, officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, and/or for violating any law, rules and regulations in force, for the time being while executing civil work by me/us.
2. Any damages, loss or expenses due to/resulting from any negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the Workmen Compensation Act and Employer Liability Act or any other law, rules and regulations in force for the time being and any acts replacing and/or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in course of employment of any workmen/employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.

5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorisations, consents are obtained from the local and or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.
7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organization, dissolution, liquidation or change in ownership of the bank or indemnifier.
8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).
9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at ----- . Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decree, a certified copy of which shall be conclusive evidence of the judgment/decree, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

----- (Name of Contractor) has set his/their hands
on this ----- day of -----, 2025

SIGNED AND DELIVERED BY THE AFORESA ID-----
(Name of Authorised person)
IN THE PRESENCE OF WITNESS

UNDERTAKING REGARDING BLACKLISTING/ NON-DEBARMENT

To,
Zonal Head,
Zonal Office, UCO Bank
380, 2nd Floor, Saket Nagar, Bhopal

We here by confirm and declare that we, M/s----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.

For -----

Authorized Signatory

Date:

FINANCIAL BID

**OFFER FOR ENGAGEMENT OF AUDITOR FOR ELECTRICAL AUDIT OF PREMISES OF UCO BANK
UNDER BHOPAL ZONE**

We have gone through the terms & conditions detailed in the tender document and we quote our professional fees (excluding GST as applicable) as below:

S.No.	District	Electrical Audit Charges in INR per premises			
		No. of Branches	Rate per branch without ATM	Rate per branch with ATM	Rate per offsite ATM
1	ANUPPUR	01			
2	ASHOK NAGAR	04			
3	BALAGHAT	01			
4	BHIND	06			
5	BHOPAL	14			
6	CHHATARPUR	01			
7	DAMOH	01			
8	DATIA	03			
9	DINDORI	01			
10	GUNA	01			
11	KATNI	01			
12	GWALIOR	13			
13	JABALPUR	13			
14	MAIHAR	02			
15	MANDLA	01			
16	MORENA	04			
17	NIWARI	01			
18	PANNA	01			
19	NARSINGHPUR	04			
20	RAISEN	04			
21	REWA	02			



22	SAGAR	03			
23	SATNA	01			
24	SEONI	01			
25	SHAHNOL	01			
26	SHEOPUR	03			
27	SHIVPURI	02			
28	SIDHI	01			
29	SINGRAULI	01			
30	TIKAMGARH	01			
31	UMARIA	01			
32	VIDISHA	05			

If GST will be paid extra (Please specify rate)

Signature of Bidder with company seal

Note: The Bank reserves the right, neither to execute all items of work nor to execute the full quantity of items, as mentioned in schedule of quantities.