



**ZONAL OFFICE  
55 THE MALL MEERUT**

**NOTICE INVITING TENDER FOR ELECTRICAL AUDIT**

Indian Bank Zonal Office Meerut invites sealed Tender for engagement of agency from the empanelled Electrical Contractors for doing Electrical Safety Audit & Energy Audit of Bank's Branches / office premises under Zonal office Meerut

Name of Work	Tender for engagement of agency from the empanelled Electrical Contractors for doing electrical safety audit & energy audit of bank's branches / office premises under Zonal office Meerut
Tender Fee	Free of Cost
Start date of issue	21.07.2023
Last date of Issue	04.08.2023
Pre-Bid Meeting/Venue	28.07.2023 at 11:00 AM Indian Bank, ZO Meerut
Earnest Money Deposit	NIL
Time & Last Date of submission of bid	05.08.2023 up to 03:00 PM
Time & Date of opening of Financial Bid	05.08.2023 at 4.00 PM

**1. SCOPE OF WORK:**

The scope of work to be undertaken by the Agency upon the job being awarded to such Agency by the Bank is as follows ("Scope of Work"):

- 1.1 Study of layout plan / Electrical drawings wherever, provided by the Bank.
- 1.2 Detailed visual inspection of the Electrical System.
- 1.3 Floor-wise assessment of Luminaries, AC System, UPS, Electrical Panel / room, Transformer, Elevator, Pump, Earthing System & Lightning Protection System- Where - ever applicable.
- 1.4 Load Calculation.
- 1.5 Insulation Megger of all electrical items.
- 1.6 Electrical Safety Aspect
- 1.7 Making single line diagram of total Electrical system.
- 1.8 Any other necessary test considered necessary after visual inspection of the building.
- 1.9 Preparation of comprehensive report (as per applicable reporting format) rectifying deficiencies shown in test reports conducted to assess the Electrical Safety of the Electrical Installation System. The above reports are to be submitted in two sets in hard copy as well as in soft copy along with necessary postcard size colored photographs on glossy paper.

2. CONFLICT OF INTEREST:

- A. The selected Tenderer/ Agency shall provide professional, objective and impartial advice, and at all times hold the Bank's interest as paramount, strictly avoid conflict with other assignment/ job(s) or their own corporate interests, and act without any expectation/consideration for award of any future assignment(s) from the Bank.
- B. Without limitation on the generality of the foregoing, the selected Tenderer / Agency, and any of their affiliates and member firms, shall be considered to have a conflict of interest (and shall not be engaged under any of the circumstances) as set forth below:
- C. Conflicting assignment/ job: The Tenderer (including its personnel) or any of its affiliates and member firms shall not be hired for any assignment/job/task that, by its nature, may be in conflict with another assignment/ job /task of consultancy to be executed for the same and/or for another employer.
- D. Conflicting relationships: The Tenderer (including its personnel) having a Business or family relationship with a member of the Bank's staff who is directly or indirectly involved in any part of (i) the preparation of the terms of reference of the Scope of Work, (ii) the selection process for the Scope s of Work, or (iii) supervision of the Contract, may not be awarded a contract, unless the conflict stemming from such a relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

3. SELECTION PROCESS:

- A. The Tenderers fulfilling eligibility criteria shall be eligible for opening of financial bids.
- B. Selection criteria for the Financial Bid shall be that the Tenderer must quote the lowest fee being the professional charges and other ancillary charges for the Scope of Work to be undertaken.
- C. In case of tie between two or more Tenders, Bank will go for the inter-

The Tender shall remain valid for a period of 45 (forty five) days from the Tender Due Date. In exceptional circumstances, prior to expiry of the original validity period, the Bank may extend the period of validity. In such an event, the period of with holding the EMD shall be extended proportionately.

4. CHANGE IN CONSTITUTION OF THE TENDERER:

- A. Prior written approval of the Bank shall be obtained by the Tenderer (If the Tenderer is not an individual) prior to change in its constitution subsequent to the submission of the Tender. Any violation of this provision shall be deemed to be a breach of this Tender document and shall lead to rejection of the Tender submitted by such Tenderer. No changes to the constitution of any Tenderer shall be permitted after the Tender Due Date.
- B. Canvassing by any Tenderer in connection with the Tenderer the tendering process is strictly prohibited. In the event any Tenderer resorts to canvassing in any form or manner, the Tender submitted by such Tenderer shall be liable for rejection.

5. TIME OF COMPLETION OF THE WORK:

The Bank intends to complete the process of completing structural audit and submission of report within 60 days from placing order with the agency.

6. PAYMENT TERMS:

- a) The fee quoted by the successful Tenderer / Agency shall be the fee payable by the Bank to the Agency for performance of the Scope of Work (such fee hereinafter referred to as the "Agreed Fee").
- b) Payment of total Agreed Fee will be made by the Bank in full after satisfactory completion of structural audit work and submission of reports.

7. CONTRACT:

- i. Prior to expiry of the Tender validity period, the Bank will notify the successful Tenderer that its Tender has been accepted by way of issuance of the Work Order to the successful Tenderer through registered post / speed post (a scanned copy of the Work Order will be simultaneously sent to the successful Tenderer by way of email). The notification of award will constitute the formation of the Contract. The successful Tenderer is required to sign and return a duplicate copy of the Work Order within a period of 2 (two) days from the date of issuance of the Work Order.
- ii. The Tender will be the basis of the Contract to be signed between the Bank and the selected Agency. The Contract, which will incorporate all the understanding between the Bank and the Agency shall be finalized and executed within 7 (seven) days of issuance of the Work Order by the Bank.
- iii. Until the Contract is executed, this Tender document together with the Bank's written acceptance of the Agency's Tender shall constitute a binding contract with the successful Tenderer.
- iv. The original copy of the Contract shall remain with the Bank at all times and an attested counterpart shall be provided to the Agency.

8. LIQUIDATED DAMAGES:

Should the Scope of Work not be completed to the Bank's satisfaction within the stipulated time period, the Agency shall be bound to pay to the Bank a sum of 0.50% of the Contract fee per week of delay by way of liquidated damages, provided that the Bank is fully satisfied that the delay is not attributable to the Agency or arose from an event or circumstance beyond the control of the Agency.

9. OTHER TERMS AND CONDITIONS

- a) The Tenderers shall be responsible for all costs associated with the preparation of their Tenders and their participation in the tendering process including subsequent negotiations, visits to the Bank, etc. The Bank will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- b) The Financial Bid should clearly indicate the total fee quoted by the Tenderer for the Scope of Work, both in figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Bid, the lower of the two shall prevail.
- c) The Bank does not bind itself to accept the lowest price Tender and reserves the right to reject any or all of the Tenders without assigning any reasons whatsoever without incurring any liability to the Tenderers.

- d) The selected Agency will remain associated with the Bank till the completion of the Scope of Work to the satisfaction of the Bank, in accordance with this Tender document and the Contract.
- e) The Agency shall be responsible for and obliged to all its obligations related to the Scope of Work in accordance with the Contract using best practices and industry standards, state of the art methods and economic principles and exercising all means available to the Agency to achieve the performance of the Scope of Work specified in the Contract.
- f) Tenders not conforming to the requirements of the Tender document shall not be considered by the Bank. However, the Bank reserves the right, at any time to seek more information / clarification on Tenders or to waive any of the requirements of the Tender document, if in the sole discretion of the Bank; the best interests of Bank would be served by such actions.
- g) The Bank shall have the right to cancel the Tender process at any time prior to award of the Contract, without thereby incurring any liabilities to the affected Tenderers.
- h) The Bank reserves the right to verify the validity / correctness of Tender information and to reject any Tender where the contents appear / found to be incorrect, inaccurate or inappropriate at anytime during the process of Tendering or even after award of Contract.
- i) The Bank may elect to take an undertaking from employees / associates of the Tenderer to maintain confidentiality of the Bank's information / documents, etc. In this regard, the Bank may seek details / confirmation on back ground verification of the Tenderer's Personnel. The Agency shall promptly furnish all such information and documents sought by the Bank.
- j) If Chief Technical Examiner of the Central Vigilance Commission, Government of India, examines the work performed by the Agency pursuant to the Scope of Work and points out any defects or irregularities therein, the Agency shall take necessary steps to get those rectified promptly at no additional cost to the Bank, shall also assist the Bank in providing responses / representations to the observations made by the Chief Technical Examiner.
- k) Tenders shall be deemed to be under consideration immediately after the Tender Due Date and until such time the Bank makes official intimation of award / rejection to the Tenderers. While the Tenders are under consideration, Tenderers and / or their representatives or other interested parties are advised to refrain, save and except as required / permitted under this Tender document, from contacting by any means, the Bank and / or its officers, employees, representatives, advisers on matters related to the Tenders under consideration.
- l) The Bank reserves the right to abandon, defer stop execution of any activity included in Scope of work related to any property any time even after execution of contract, giving due written notice to the Agency.

10. AGENCY'S OBLIGATION AND USE OF BANK'S DOCUMENTS, DATA AND INFORMATION:

- i. The Agency shall be responsible for managing and supervising the activities of its Personnel and shall ensure that the Personnel undertake the tasks relating to the Scope of Work in accordance with the stipulated timelines and the terms of the Contract. The Agency shall at all times be responsible for all acts and omissions of its Personnel, and shall indemnify and hold harmless the Bank, its officers, employees and executives from and against any and all losses, damages, costs and expenses, suits and proceedings and penalties arising from or in connection with any actor omission, negligence or misconduct of its Personnel.

- ii. The Agency shall not, without the Bank's prior written consent, disclose the Contractor any provision there of or any specification, plan, drawing, pattern or information furnished by or on behalf of the Bank in connection there with, to any person other than a person employed by the Agency for purposes of the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- iii. Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Agency's performance under the Contract if so required by the Bank.

11. CANCELLATION OF TENDER PROCESS

The Bank reserves its right to accept or reject any or all Tenders or cancel tender process without assigning any reason for doing so. Any decision of the Bank in this regard shall be final, conclusive and binding upon the Tenderers. The Bank reserves the right to accept or reject any Tender in part or in full, and to cancel the tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the Bank's action. During the evaluation process at any stage, if it is found that a Tenderer does not meet the eligibility criteria or has submitted false / incorrect information, the Tender will be rejected summarily by the Bank. Any effort by a Tenderer to influence the Bank in the Tender evaluation, or Contract award decision, may result in the rejection of the Tender.

12. INDEMNITY:

The Agency shall always keep the Bank indemnified and hold the Bank, its employees, personnel, officers, directors, representatives harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly from or in any way arising out of any claim, suit or proceeding brought against the Bank as a result of:

- a) Breach of any of the term of this Tender document or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Tenderer under this Tender document and / or a Tender;
- b) And / or breach of confidentiality obligations of the Tenderer contained in this Tender document;
- c) And / or willful negligence or gross misconduct solely attributable to the Tenderer or its Personnel;
- d) Non-compliance by the Tenderer and / or its Personnel with applicable laws;
- e) Loss of data due to any of the reasons mentioned above; The Tenderer's indemnity obligations under this paragraph 20 shall survive expiry or termination of the Contract.

13. GOVERNING LAW AND JURISDICTION

This Tender document shall be governed by the laws of India. Subject to clause 20 above, Any dispute or difference arising out of this Tender document, the Tenders and the subsequent Contract awarded based on this Tender document shall be subject to the exclusive jurisdiction of the courts in Meerut

**Financial Bid:**

Engagement of Agency for Electrical Safety & Energy Audit of Bank's branches / Office Buildings / ATM under Meerut Zone

With reference to your Tender Document dated-----, I / we, having examined all relevant documents and understood their contents, hereby submit our Financial Bid for Electrical Safety & Energy audit of Bank's branches / offices/ ATMs at different places / locations under ZO Meerut span in the Districts of Baghpat, Bijnore, Hapur, Meerut, Muzaffarnagar, Saharanpur and Shamli .

1. Our professional fee for the services performed in terms of the Scope of Work as set out in the Tender document will be

a.) Rs. (Rupees ) for per Branches / Office with ATM

b.) Rs. (Rupees ) for per Branches / Office without ATM

c.) Rs ( Rupees ) for ATM only

**irrespective of location and distance of branches (list of branches / office enclosed).**

No extra payment will be made for ATM in the branch inside without enclosure

2. The taxes as applicable including GST will be extra.

3. All the out of pocket expenses will be borne by me / us and I / we will not charge any amount from Bank other than above quoted fee.

4. We agree to receive the fee in the stages as detailed in the Tender document.

5. Capitalized terms used herein but not defined will have the meanings assigned to such terms in the Tender document.

(Signature,)

Place-

Name and Designation of the Authorised signatory

Date-

Annexure 2LIST OF BRANCHES /OFFICE

S.No.	Name of Branch	District	S.No.	Name of Branch	District
1	Alipur Morna	<b>Meerut</b>	44	Baheri	<b>Muzffarnagar</b>
2	Atrada	Meerut	45	Bhaisana	Muzffarnagar
3	Begum Bridge, Meerut	Meerut	46	Budhana	Muzffarnagar
4	Daurala	Meerut	47	Jeewna	Muzffarnagar
5	Delhi Chungi, Meerut	Meerut	48	Khatauli	Muzffarnagar
6	Dulhera Chauhan	Meerut	49	KNM Asthal	Muzffarnagar
7	Ganga nagar, Meerut	Meerut	50	Muzffarnagar	Muzffarnagar
8	Garh Road, Meerut	Meerut	51	Ram Raj	Muzffarnagar
9	Kabari Bazar, Meerut	Meerut	52	Dhanded (IB)	Muzffarnagar
10	Kaili	Meerut	53	Muzaffarnagar (IB)	Muzffarnagar
11	Karnawal	Meerut	54	Pinna (IB)	Muzffarnagar
12	Kithore	Meerut	55	Ratanpuri (IB)	Muzffarnagar
13	Kurali	Meerut	56	Sohanjani Tagan (IB)	Muzffarnagar
14	M.D.A, Meerut	Meerut	57	Titavi (IB)	Muzffarnagar
15	Meerut Cantt.	Meerut	58	Deoband	<b>Saharanpur</b>
16	MAPC	Meerut	59	Chutmalpur	Saharanpur
17	RAPC	Meerut	60	Mahengi	Saharanpur
18	Meerut City	Meerut	61	Saharanpur	Saharanpur
19	Meerut Univ.	Meerut	62	SBBA Saharanpur	Saharanpur
20	Nagla Shekhu	Meerut	63	Maheshwari Khurd (IB)	Saharanpur
21	Panchli Khurd	Meerut	64	Saharanpur (IB)	Saharanpur
22	Rasulpur Dholri	Meerut	65	Tatarpur Kalan (IB)	Saharanpur
23	Rithani	Meerut	66	Hapur	<b>Hapur</b>
24	Sardhana	Meerut	67	Pilkhua	Hapur
25	S.G.P.G. Sarurpur	Meerut	68	Assoda (IB)	Hapur
26	SCRIET, Meerut	Meerut	69	Bharangpur (IB)	Hapur
27	Shraddhapuri, Meerut	Meerut	70	Hapur (IB)	Hapur
28	Tejgarhi	Meerut	71	Nizampur (IB)	Hapur
29	MAWANA (IB)	Meerut	72	Sikandarpur Kakodi (IB)	Hapur
30	MEERUT (IB)	Meerut	73	TIYALA (IB)	Hapur
31	Shastri Nagar Meerut (IB)	Meerut	74	UPEDA (IB)	Hapur
32	Baghpat	<b>Bhagpat</b>	75	Shamli	<b>Shamli</b>
33	Baraut	Bhagpat	76	Keratu	Shamli
34	Hewa	Bhagpat	77	Kudana	Shamli
35	BARAUT (IB)	Bhagpat	78	Un	Shamli
36	SUNEDHA (IB)	Bhagpat	79	BALWA (IB)	Shamli
37	Bijnor	<b>Bijnor</b>	80	BHAINSWAL (IB)	Shamli
38	Dhampur	Bijnor	81	BHAJU (IB)	Shamli
39	Najibabad	Bijnor	82	KANDHLA (IB)	Shamli
40	Raja Ka Tajpur	Bijnor	83	SHAMLI (IB)	Shamli
41	CHANDPUR (IB)	Bijnor	84	TITARWARA (IB)	Shamli
42	BIJNOR (IB)	Bijnor	85	Zonal Office	Meerut
43	Currency Chest	Meerut			

### ANNEXURE - 3

#### FORMAT FOR ELETRICITY SAFTY AUDIT REPORT FOR PREMISES HAVING ONE FLOOR & OFFICE:

BRANCH CODE & NAME	
ADDRESS	
SANCTIONED LOAD	
CONNECTED LOAD	
MONTHLY ELECTRICITY BILL (APPROX.)	
TOTAL TONNAGE OF AIR CONDITIONER LOAD	
AREA OF THE BRANCH	

#### ELECTRICAL SAFETY:

S.NO.	DESCRIPTION	DETAILS	REMARKS
1.	WHETHER TPN ISOLATORS / MCCBs / ELCBs / ARE PROVIDED TO CATER THE LOAD	YES / NO	
2.	WHETHER LIGHTS AND EMERGENCY LIGHTS ARE PROVIDED IN ELECTRICAL ROOM / OPERATING ARE AS FOR EASY OPERATION & MAINTENANCE WORKS	YES / NO	
3.	WHETHER PUMP ROOM, DGSET ROOM, UPS ROOM, AC PLANT ROOM, ELECTRICAL PANEL ROOM ARE MAINTAINED IN DRY AND IN GOOD CONDITION AND OBSOLETE / HAZARDOUS / OLD ITEMS ARE NOT DUMPED THERE.	YES / NO	
4.	WHETHER WATER SEEPAGE IS OBSERVED NEAR ANY OF THE ELECTRICAL PANEL, DISTRIBUTION BOARD, ELECTRICAL EQUIPMENT, ETC	YES / NO	
5.	WHETHER EARTHING PITS ARE PROVIDED AND CONNECTED TO EQUIPMENT AND THE BODY OF EQUIPMENT	YES / NO	
6.	WHETHER EARTHING PITS ARE MAINTAINED PROPERLY	YES / NO	
7.	WHETHER EXHAUST FANS FOR VENTILATION OF PANEL ROOM / ELECTRICAL ROOM / UPS ROOM / DG SET ROOM IS PROVIDED AND NO PAPER, OLD MATERIAL OR ANY OTHER SCRAP IS KEPT NEAR DB / PANELS / UPS / BATTERIES ETC.	YES / NO	
8.	WHETHER PENALTY IS BEING IMPOSED IN ELECTRICITY BILL ON ACCOUNT OF HIGHER LOAD / POOR POWER FACTOR / POOR LOAD FACTOR ETC (ACERTAINED FROM THE ELECTRICITY BILLS OF APRIL / MAY / JUNE / JULY) ADDITIONAL ELECTRICAL LOAD REQUIRED (IF ANY)	YES / NO	
9.	WHETHER LOAD IS DISTRIBUTED IN ALL THREE PHASES TO AVOID ANY UNBALANCING OF PHASE LOAD AND NO LOOSE ELECTRICAL CONNECTIONS / HAPHAZRAD WIRINGS OBSERVED IN THE BUILDING / OFFICE PREMISES.	YES / NO	
10.	WHETHER ISOLATING SWITCHES ARE PROVIDED FOR SWITCHING OFF OF THE NON ESSENTIAL LOADS IN PREMISES DURING NIGHT AND MAIN SWITCH TO SWITCH OFF THE POWER SUPPLY TO THE BUILDING / FLOOR IN CASE OF FIRE / EMERGENCY.	YES / NO	



11.	WHETHER PROPER PREVENTIVE MAIN TENANCE AFTER OPENING OF THE ELECTRIACL BOARDS AND DISTRIBUTION BOARDS ARE CARRIED OUT BY THE LICENSE HOLDER ELECTRICIAN OR SKILLED TECHNICIANS OF EQUIPMENT MANUFACTURER / SERVICE PROVIDERS.	YES / NO	
12	WHETHER APPROPRIATE TIMERS USED IN THE CHANGEOVER OF AIRCONDITIONERS FOR SERVER ROOM ACs AND FOR SIGNAGE BOARDS TO MAKE AUTO ON / OFF (FOR SCHEDULE TIMINGS). THE THERMOSTAT OF THE ACs AT SERVER ROOM SHOULD BE SET TO SAY 26 C, SO THAT IT WILL RUN ONLY WHEN THE TEMPRATURE IS TOO HIGH (TO MINIMIZE CHANCES OF FIRE DUE TO IDLE RUNNING OF THE ACs DURING NIGHT)	YES / NO	
13	WHETHER PREVENTIVE MAINTENANCE OF THE ELECTRIC INSTALLTION AND EQUIPMENT IS CARRIED OUT BY SKILLED LICENSE HOLDER ELECTRICIANS / SKILLED TECHNICIANS	YES / NO	
14	GENERAL CONDITION OF ELECTRICAL CONTROL PANELS, MAIN SWITCH, ELECTRIC METER BOARD, CHANGE OVER SWITCH, AC,WATER COOLERS, WATER FILTERS, WIRING CABLES ETC ARE IN GOOD CONDITIONS AND DBs, PANELS, SWITCH BOARDS ARE PROPERLYCOVERED	YES / NO	
15	WHETHER ELECTRICAL EQUIPMENTS OF PANTRY ETC ARE PROPERLY CONNECTED TO INDUSTRIAL SOCKET BOX WITH MCBs. MCBs OR LATEST TYPE SWITCHES ARE PROVIDED TO SWITCH ON / OFF THE ACs TO PROTECT THEM FROM OVER LOAD.	YES / NO	
16	WHETHER THE CONTACT NUMBER OF PERSONS, ELETRICIANS, POWER DISTRIBUTION COMPANY. GENERTOR SERVICE PROVIDER, UPS VENDORS, ACs ETC ARE AVAILABLE WITH SECURITY GAURDS AND OTHER STAFF ARE DISPLAYED IN ELCTRIC / UPS / SERVERROOM.	YES / NO	
17	WHETHER POWER FACTOR CORRECTIONPANEL OFAPPROPRIATERATINGISINSTALLED.	YES / NO	
18	WHETHER ALLTHE CONNECTING POINT ATVARIOUS DBs ANDPANELS AREPROPERLYINSULATEDAND PROPER INDICATIVE MARKINGAREDONEARETHE RESPECTIVEPANEL/DB	YES / NO	
19.	WHETHER THE INTERNAL INSULATION OF THE WIRE HAVEBEEN ACCOUNTEDFOR CHECKING THE DURABILITYOFELECTRICAL CONNECTION	YES / NO	

**FIRE PREVENTIVE MEASURES:**

S.NO.	DESCRIPTION	DETAILS	REMARKS (IF ANY)
1.	ALL OLD DISPOSABLE RECORDS, BROKEN FURNITURE ETC ACCUMULATED IN THE PREMISES HAVE BEEN CLEARED.	YES / NO	
2.	COMBUSTIBLE LEAF LITTER /WASTE PAPERS ETC IN AND AROUND THE BRANCH ARE REMOVED /CLEANED PERIODICALLY	YES / NO	
3.	NO STATIONARY / RECORDS/ OLD OBSOLETE ITEMS ARE STORED/KEPT IN THE SERVER/UPS /ELECTRIC ROOM	YES / NO	
4.	STORAGE RACKS IN STATIONARY / RECORD ROOM KEPT AT A SAFE DISTANCE OF AT LEAST 2 M FROM ELECTRICAL POINTS/SWITCH /JUNCTION BOXES	YES / NO	
5.	WHETHER IN THE PANTRY/CANTEEN,LPG IS USED	YES / NO	

6.	ARE THE FIRE EXTINGUISHERS AVAILABLE IN THE FOLLOWING WORK AREA AND CLEARLY MARKED AND ACCESSIBLE: 1.SERVER / UPS ROOM: CO2 TYPE X 2 2. INDIVIDUAL DEPARTMENT OF THE PREMISES:CO2 TYPE X 1 3.STATIONARY ROOM: CO2 TYPE X 1 4.ELECTRIC ROOM / AC PLANT ROOM: CO2 TYPE X 2 5.DGSET / GENERATOR : 6kg ABC CAPACITY X 2	YES / NO	
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**SERVER AND UPS ROOM:**

S.NO.	DESCRIPTION	DETAILS	REMARKS (IF ANY)
1.	WHETHER SERVER ROOM HAVE DUAL AC UNITS WITH TIMER CIRCUIT DEVICE ON INDEPENDENT CIRCUITS	YES/NO	
2.	WHETHER EXHAUST FANS ARE INSTALLED IN UPS ROOM	YES/NO	
3.	WHETHER PROPER INSULATION AT THE BATTERIES HAVE BEEN PROVIDED	YES/NO	

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 contract will be cancelled.

SIGNATURE WITH SEAL OF AUDITOR

DATE: PLACE:

**FORMAT FOR ELECTRICAL SAFETY AUDIT**  
**FOR PREMISES HAVING MULTIPLE FLOORS/OFFICES**

**1. Assessment of luminaries/light fittings**

Type of Luminaries/ light fittings	No of luminaries / light fittings	Lux level of luminaries/ light fittings	Total electrical load consumption		Remarks (Condition Of light fixtures acceptable or Not	Suggestions for improvement, If any
			Watt	Amp		

**2. Floor wise assessment of Air conditioning system**

Type of Air Conditioning units	No of Air Conditioners	Capacity of Air Conditioner (TR)	Total electrical load consumption	Condition of air conditioning system	Remarks(Condition of machine Acceptable or Not	Suggestions on improvement ,if any

**3. Floor wise assessment of UPS**

No. of UPS	Capacity (KVA)	P-P Voltage Of each UPS			P-N Voltage 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				

**4. Floor wise assessment of electric circuit**

Sl. No	Heads	Result	Remarks (acceptable or Not)	Suggestions on improvement ,if any
1	Presence of Main switch interlocking of two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non-standard(mixed)cable colour warning notice at or near consumer unit/ Distribution board			
4	Cables correctly supported through out or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated/segregated from non-electrical services			

11	Whether proper termination of cables at enclosures				
12	Connections soundly under no Undue strain	Insulation of conductor visible outside enclosure			
		Connections of live conductors adequately enclosed			
		Adequately point of entry (glands, Bushes etc.,)			
		Condition of accessories including Socket outlets, switches & joint boxes			
13	Other special observations, if any record the results of particular inspections applied Separately				

#### 5. Floor wise assessment of electrical Panel room:

Sl. No	Heads		Result	Remarks acceptable or Not)	Suggestions on improvement,
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel				
2	Availability of correct identification of circuit details and protective devices				
3	Presence of non-standard(mixed) cable colour warning notice at or near consumer unit/ Distribution board				
4	Cables correctly supported throughout their run or not				
5	Condition of insulation of live parts				
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation				
7	Adequacy of protective devices, type and rated current for fault protection				
8	Presence and adequacy of circuit protective conductors				
9	Whether Low voltage cables segregated from Medium voltage cables				
10	Whether Cables separated/ segregated from non-electrical services				
11	Adequacy of protective earthing conductor				
12	Adequacy of Neutral earthing conductor				
13	Whether proper term in at ion of cables at enclosures				
14	Connections soundly made and under no Undue strain	Insulation of conductor visible outside enclosure			
		Connections of live conductors adequately enclosed			
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
		Condition of accessories including socket outlets, switches & joint boxes			

15	Details switch gear panels	No of Panels			
		Rating of panels			
		Measurement of P-P &P-N Voltage of Panels			
		Measurement of P-P &P-N CurrentofPanels			
		Condition of Panels			
		Any other observations			
16	Whether method of Cables laid inside the Electrical room is acceptable				
17	Total Electrical Load of the Floor	Air-conditioning load			
		Light & power load			
18	Whether electrical load balancing is acceptable (give details of phase wise load)				
19	Other special observations, if any record the results of particular inspections applied separately				

## 6. Assessment of Transformer:

[illegible]

## 7. Assessment of Elevator:

[illegible]

## 8. Assessment of Pump:

No of Pump	Capacity of each pump  1. Rating  2. make  3.type	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumption		Parameters of the pump motors					Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulation	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
													No	Capacity (KW)	Voltage	Current	Condition of motors					
		R	Y	B	R	Y	B	R	Y	B	KW	A										

## 9. Assessment of earthing system

Earthing Continuity Testing: This Test is conducted to find out any equipment that has not been earthed properly and in compliance with Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter

Sl. No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air-conditioning system
1	No of earth pit			
2	Type			
3	Earthing test report			
4	Continuity test report			
5	Condition of total earthing system for the building.(Give detail report)			
6	Neutral Earthing & its adequacy			
7	Protective Earthing & its adequacy			
8	Other special observations, if any record the results of Particular inspections applied separately			

## 10. Assessment of lighting protection system:

Sl. No	Head s	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Number of terminals			
2	Number of down conductors			
3	Continuity of conductor			
4	Condition of the lightning conductor			
5	Joints condition			
6	Testing point on down conductor			
7	Earth conductor condition			
8	Earth resistance			
9	Other special observations, if any record the results of Particular inspections applied separately			

# 11. Assessment of Diesel Generating Set:

No of Diesel Generator Set	Capacity of each Diesel Generator Set 1.Rating 2.make 3.type	P-P Voltage Of each Diesel Generator Set			P-N Voltage each Diesel Generator Set			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether Diesel Generator Set over loaded/un der loaded and extant thereof in%	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						

SIGNATUREWITHSEAL

(CONSULTANT/CONTRACTOR)

(OFFICER OF BRANCH/OFFICE)

NAME OF THE ELECTRICAL ENGINEER/CONSULTANT/CONTRACTOR:

SUPERVIR'S VALID LICENSE NO:

DATE:

PLACE:

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 later stage, my/our contract will be cancelled.

SIGNATUREWITHSEAL

(CONSULTANT/CONTRACTOR)

DATE:

PLACE:

## Annexure-5

### FORMAT FOR ELECTRICAL ENERGY AUDIT FOR BRANCHES

BRANCH CODE & NAME	
ADDRESS	
SANCTIONED LOAD	
CONNECTED LOAD	
MONTHLY ELECTRICITY BILL (APPX)	
TOTAL TONNAGE OF AIR CONDITIONER LOAD	
AREA OF THE BRANCH	

#### **ELECTRICAL ENERGY AUDIT:**

S.No	DESCRIPTION	Wattage	Recommendation
1.	Type of Electrical Fittings installed and its power consumption.		
2.	No. of Ceiling Fan installed and its power consumption.		
3.	No. of Wall Fan installed and its power consumption		
4.	No of Air-conditioners and its capacity and power consumption of each.		
5.	No of computer installed and its power consumption.		
6.	UPS installed and its capacity		
7.	Any other gadgets installed and its power consumption.		
8.	Verification of electricity Bill for last 12 months and observation if any		
9	Leakage if any in the wiring system		

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 contract will be cancelled.

DATE:

PLACE:

SIGNATURE & SEAL OF AUDITOR

(Signature, Name and Designation of the Authorised signatory)