



खुली निविदा/ OPEN TENDER

सेंट्रल बैंक ऑफ इंडिया रायपुर क्षेत्र की शाखाओं
एवं कार्यालयों का ईलेक्ट्रिकल-सेफ्टी ऑडिट करने हेतु
ईलेक्ट्रिकल सेफ्टी ऑडिटर्स का एम्पेनेल्मेंट
संदर्भ – क्षे.का/सुरक्षा/2025-26/09 दिनांक 01.07.2025

EMPANELMENT OF VENDORS FOR CONDUCTING ELECTRICAL SAFETY AUDIT AT THE
BRANCHES AND OFFICES OF RAIPUR REGION

Ref No: RO/SECY/2025-26/09 Dated 01.07.2025

निविदा की उपलब्धता : 04 अगस्त 2025
निविदा आवेदन जमा करने की अंतिम तिथि : 3.00 PM on 03 सितम्बर 2025
निविदा खोलने की तिथि : 04:00 PM on 03 सितम्बर 2025
निविदा दस्तावेज की कीमत: Rs.1000.00 डिमांड ड्राफ्ट द्वारा देय
अग्रिम जमा राशि : Rs.25,000.00 डिमांड ड्राफ्ट द्वारा देय

Tender Documents availability: 04th August 2025
Last date of Tender Submission: 3.00 PM on 03rd September 2025
Date of Tender opening: 4:00 PM on 03rd September 2025
Cost of Tender Documents: Rs. 1000.00 payable by DD
EMD: Rs.25,000.00 payable by DD

आवेदक/फर्म का नाम / Name of the Applicant/Firm: _____

पता/ Address: : _____

निविदा लागत डी.ड्राफ्ट की जानकारी/ TENDER Cost DD's Details _____



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SCHEDULE OF EVENTS:

| | |
|--|--|
| Tender Bid Document Availability | Bidding document can be downloaded from website www.centralbankofindia.co.in from 04 August 2025 or can be obtained from Security Dept, RO, Raipur |
| Pre - Bid Meeting/Query | 30th August 2025 From 3 PM to 4 PM at Regional Office, 1st Floor, Block C, Bombay Market, G.E. Road, Raipur |
| Last date of submission of Bids | 03rd September 2025- 3:00 PM |
| Opening of Technical Bids | 03rd September 2025- 4:00 PM Authorized representatives of Bidders to remain present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all the Bidders representatives if they fail to depute any of their representatives on the given date. |
| Opening of Financial Bids (of Qualified Technical bidders) | 03rd September 2025 - 5:00 PM |
| Contact Details | Security Officer/9704370750 |
| Address for Communication and submission of bid. | Regional Head, Regional Office, 1st Floor, Block C, Bombay Market, G.E. Road, Raipur - 492001 |
| All correspondence relating to this TENDER should be sent to following email ids | securityraipro@centralbank.co.in |
| Cost of the TENDER Bid document | INR 1,000.00/- (INR Rupees One Thousand Only) |
| Earnest Money Deposit | INR 25,000.00/- (IN Rupees Twenty Five Thousand only) |

IMPORTANT DEFINITIONS:

| TERMS | DEFINITIONS |
|--------|--|
| BANK | Means Central Bank of India |
| ZO | Zonal Office, Raipur |
| RO | Regional Offices, Raipur |
| TENDER | Request for Quotation/Tender |
| Vendor | Participating Company/Firm/Manufacturer/Authorized dealer |
| OEM | Original Equipment Manufacturer |
| Tender | Tender, Bid Documents |
| Bidder | A Firm/Company/OEM/Authorized Dealer participating in TENDER |



NOTICE INVITING TENDER

No: RO/SECY/2025-26/17

Date 31 Jul 2025

EMPANELMENT OF VENDORS FOR CONDUCTING ELECTRICAL SAFETY AUDIT AT THE BRANCHES AND OFFICES OF RAIPUR REGION**1. INTRODUCTION**

Central Bank of India, Regional Office-Raipur, invites sealed quotations in two bid system for Empanelment of vendors for conducting Electrical Safety audit at the Branches and Offices functioning under regional Office-Raipur which are situated under the Geographical limit of Districts Raipur, Jagdalpur, Bilaspur, Janjgir-Champa, Kabirdham, Bemetara, Rajnandgaon, Durg, Balod, Baloda Bazar, Mahasamund, Dhamtari, Kanker, Kondagaon, Narayanpur, Bijapur, Dantewada, Bastar & Mungeli from qualified Individuals/Firms/Agencies. The first bid shall be technical bid and the sealed envelope of Technical bid shall contain the details of acceptance of terms and conditions, and other eligibility conditions etc., Tender fee and EMD. The second bid shall be financial bid and the sealed envelope of financial bid shall contain the price information of the services in prescribed format as per the annexures. **Financial bids shall invariably be submitted in sealed envelope. Any financial bid found open for any reason shall make the bidder ineligible for participation.**

Central Bank of India, Regional Office have a network of over 60 Branches/Offices spread all over the Geographical Limits of District Raipur, Jagdalpur, Bilaspur, Janjgir-Champa, Kabirdham, Bemetara, Rajnandgaon, Durg, Balod, Baloda Bazar, Mahasamund, Dhamtari, Kanker, Kondagaon, Narayanpur, Bijapur, Dantewada, Bastar & Mungeli. **(Details of Branches/Offices are given at Annexure-IV)**

2. ELIGIBILITY CRITERIA

The eligibility criteria for Empanelment are given below and only those Individuals/Firms/Agencies who are fulfill the following criteria are eligible to bid.

- The intending tenderer for conducting Electrical Safety Audit should be electrical engineer with (05) five years of experience as Electrical Safety Auditor. A certified accredited energy auditor from BEE (Bureau of Energy Efficiency) will be preferred.
- The firm must have team of skilled staff and requisite tools and tackles to conduct electrical safety and energy audit. (Provide details)
- The firm must be a registered company or firm in India and should have been in the business in India from the last 05 years.
- Agency /firm must have average turnover of Rs 10.00 lac for last three years.
- The firm should have the experience of carrying out at least one contract in (Zonal/Region territory area) electrical safety audits in Banks, Financial institutions, major hotels or multi-storied office building or any other electrical installations of similar nature (work). Provide work order and completion certificates.
- The Individual/Agency/firm must have valid GST No & individual/Agency/firm must have PAN No. and must be an Income Tax assessee for the last three years.
- The firm must have an office in Raipur. Please specify the address, contact person and contact no's.

3. NATURE AND SCOPE OF WORK

a) ELECTRICAL - The Electrical Safety Audit shall be carried out to specially cover the following aspects –

- Physical inspection of the office premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (Shocks, fires, etc.)
- Review of protection devices/system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- Review of adequacy of cables based on actual load current measurement and cable current carrying capacities.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 including availability, upkeep and testing of earth pits and to suggest recommendations.
- Display of danger signboard.
- Use of electrical rubber mats, rubber gloves etc.



- vii. Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes.
- viii. Upkeep and housekeeping of electrical installations.
- ix. Provision of indicating lamps on the control panels.
- x. Use of 3-pin plug and socket.
- xi. Fire protection of electrical installations.
- xii. Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility and maintenance practices, etc.
- xiii. Adequacy of rating of electrical equipment and installation.
- xiv. Adequacy of isolation of current carrying parts.
- xv. Lightning protection.
- xvi. Whether protection of Outdoor electrical equipment and fittings.
- xvii. Cables dressing, routing, identifications tags, glands, lugs, armored earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, color coding.
- xviii. DG Set - emergency switch, oil leakage, stack and noise monitoring.
- xix. UPS and battery room.
- xx. Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards. Insulation resistance test. Earth resistance tests.
- xxi. Actual tests/analysis to be performed during the audit.
- xxii. Infrared Thermography: HT/LT panels where applicable. DBs, SMDB (Light & Power), MDB (Light & Power). Wall & floor sockets, Stabilizers, UPS, A/C Units. Exposed Terminations of cables, exposed cables/wiring etc.
- xxiii. Earth pit resistance tests.

b) ENERGY AUDIT

Sanctioned Load and utilized load (Billing Demand).

Electricity consumption for financial year period (eg: 01/04/2025 to 31/03/2026) and comparison with previous year.

Corresponding meter readings also to be recorded.

Energy Bill analysis for 12 months including tariff analysis.

Illumination and lighting lux levels, type of fixtures LED.

Identification of energy savings opportunities: list of all equipment's, gadgets, UPS, AC pumps, heaters etc. installed in premises.

AC star rating or ISEER ratings, type of gas enviro-friendly (R410 or R404), any machine still with R-22 to be specially mentioned.

Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.

c) AUDIT METHODOLOGY: -

- i. Development of audit checklist based on the preliminary information provided by Central Bank of India.
- ii. Carry out inspection of electrical installations in the office premises.
- iii. Discussions with key personnel to verify existence of the systems/procedures.
- iv. Review of key documents and records.
- v. Submission of the audit report.

d) AUDIT CRITERIA: -

- i. Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules.
- ii. National Building Code (Electrical Installations).
- iii. National Electrical Code.
- iv. Other relevant Indian standards & codes of practice.

e) DELIVERABLES: -

The audit team will prepare and submit the audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.



4. APPLICATION FORM

The application form to be filled and submitted as per Annexure I (Application Form) and Annexure II (Bidder Profile). The tender notice should be signed on each and every page with official seal and enclosed along with the Application Documents. Bidders must enclose Draft for amount Rs. 1000/- (Rs One Thousand only) in favour of "Central Bank of India" payable at Raipur towards cost of Application Documents (Non-refundable). Applications without application fee of Rs. 1000/- shall summarily be rejected.

5. EMPANELMENT PROCESS

The selection/empanelment of Bidders to conduct Electrical Safety Audit shall be done in two bid formats as under.

a) PHASE I - TECHNICAL BID:

- i) Technical bid shall be submitted in a separate sealed envelope. It should be super scribed in bold "Technical Bid for Empanelment to conduct Electrical Safety Audit".
- ii) Technical bid shall contain **Annexure I** (Application), **Annexure II** (Bidder profile) and **Annexure III** (Testimonials)
- iii) The Applications of the bidders (Annexure II) will be valid for 120 days from the date of opening of the same.
- iv) The selection/short-listing of the applications so received will be done by carrying out evaluation and checking of various parameters/criteria fixed by the bank.
- v) The technical bids shall be opened at **4:00 PM on 03rd September 2025** or on any suitable date as decided by the bank's committee for the purpose.
- vi) An undertaking that firm is capable to conduct Electrical Safety Audit in rural areas where majority of bank's branches are located (To be enclosed with Technical Bids).

b) PHASE II - FINANCIAL BID

- i) Financial bid shall be submitted in a separate sealed envelope. It should be super scribed in bold "Financial Bid for Empanelment to conduct Electrical Safety Audit".
- ii) Financial bids of only technically qualified short listed bidders will be opened at **05:00 PM on 03rd September 2025**. Bank's evaluation of the financial bids will take into account the status of compliance of terms and conditions.
- iii) The Financial Bid should contain all relevant rates and charges (Service charge) and the rates should be quoted in Indian Rupees only.

Imp:- Technical & Financial bid be submitted in separate and sealed envelope.

- vi) Interested Bidders may arrange to submit their application duly complete in all respects in a sealed envelope cover superscripted "Application for Empanelment to conduct Electrical Safety Audit" on or before **3:00 PM. on 03rd September 2025**, at the following address:

**Regional Head,
Regional Office, 1st Floor, Block C, Bombay Market,
G.E. Road, Raipur - 492001**

6. OBJECTIVE OF ELECTRICAL SAFETY AUDIT-

The Bidders should have the following other criteria: -

- a) The objective of conducting Electrical Safety Audit is to review the condition of the existing electrical installation and to recommend measures for further strengthening the system in order to eliminate/reduce the electrical/fire hazards and to improve the safety of the personnel.
- b) The audit shall mainly focus on:
 - i) Identifying the potential electrical/fire hazards.
 - ii) Boosting employee morale by providing safe working environment.
 - iii) Smoothening the operation and maintenance of electrical installation.
 - iv) Avoiding loss of properties, human life and costly equipment.
 - v) Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
 - vi) Establishing procedures and process of safe working in electrical installation.



7. PAYMENT TERMS:

No advance payment shall be made against audit – 75% of the payment shall be released after submission of Electrical Safety Audit Report of all the branches/offices and remaining 25% to be released after verification of rectification pointed out in Audit Report. Final report be submitted to the Branch/RO. Payment will be made by Regional Office against submission of Invoice along with Reports mentioned in work scope, documents as prescribed in scope of work and certificate from Branch Manager / Office In-Charge. Deduction of TDS will be as per rules. No advance will be paid.

8. TERMS & CONDITIONS of EMPANELMENT (TCE)

a. Central Bank of India's Right to Accept/Reject any/or all Application:

Central Bank of India reserves the right to accept/reject any or all applications and to annul the Empanelment process and accept/reject all applications at any time prior to TENDER process or any time after TENDER process, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for Central Bank of India's action.

b. Central Bank of India's Right to Split the Service Area Work: The Bank shall reserve its right for splitting scope of work between two service providers on quantum merit basis on the condition L2 and L3 will match the amount as quoted by L1.

c. Conditions for Application Rejection/ Cancellation:

Bidder's application for the Empanelment may be rejected / cancelled on the following grounds:

- i) Any effort by Bidder/applicant to influence Central Bank of India's decisions on evaluation and empanelment process may result in rejection of application or cancellation of registration.
- ii) Applications submitted without cost of Application Documents (**Rs 1000/-**) and **EMD amount Rs. 25,000/-** or which do not confirm unconditional validity of the application as prescribed or submission of false/fake Application Documents or if the information provided by the Bidder is found to be incorrect /misleading at any stage / time during the Empanelment process or thereafter.
- iii) Applications received by CENTRAL BANK OF INDIA after the last date and time prescribed for receipt of application or applications without signature of person (s) duly authorized on required pages of the application or applications without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be rejected.
- iv) Malpractice / attempt to influence / Manipulation of rates at Regional level by itself or by cartelization shall be viewed very seriously. If such a situation comes to the notice and/or there are reasons / circumstances for CENTRAL BANK OF INDIA to believe so, the concerned Bidder will be called in to give justification of rates quoted by them to the Region. If they are not able to give a proper / satisfactory justification of their quoted rates, their empanelment are liable to be cancelled.
- v) If the Bidders are found, subsequent to their empanelment, not complying with, any of the eligibility criteria.
- vi) If the performance and services of the bidder have been found poor or sub-standard.
- vii) Discrepancies or omission, if found by any bidder, in the terms & conditions of the tender document, or if any clarification is sought by the bidder, a written request, to the application inviting authority, for correction/clarification or interpretation can be submitted by 10:00 AM, 30th August 2025 at **securityraipro@centralbank.co.in**. CENTRAL BANK OF INDIA can at any time issue clarifications, addendums or corrigendum. The same will be published in the bank's website. The Bidders are requested to regularly visit the Bank's website.
- viii) Any other grounds as decided by CENTRAL BANK OF INDIA management after due diligence.

d. Monitoring of performance and Other Conditions:

The Bidder's performance on the job will be constantly monitored for quality, adherence to the Safety Regulations, Labour/Statutory regulations, Conduct/Discipline etc, while executing jobs in Regional Offices. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by CENTRAL BANK OF INDIA.



- i) CENTRAL BANK OF INDIA reserves the exclusive right and absolute discretion to call for tenders for any job or otherwise as deemed fit from open market, even during the validity of the empanelment period.
- ii) Successful empanelment by CENTRAL BANK is no guarantee of any future award of work or inclusion on a particular tender list.

e. **Past Record:** The Bidder or their entities should not have been blacklisted by any PSU/PSB/Govt Organisation in past 5 years. A notarized certificate be submitted stating that the company/firm or its owner or any sister concern have not been so blacklisted. Bidders A/c should not be classified as NPA by any bank. A self-declaration to be submitted by bidder along with Bid Document.

9. EMD AMOUNT:

The Bidder should deposit Demand Draft of Rs. 25,000/- in favour of "Central Bank of India" payable at par at Raipur **along-with Technical Bid** as EMD amount. The EMD amount of bidders who qualifies for empanelment will be retained with the Bank till the period of contract, EMD amount will be returned to the unsuccessful bidder immediately after completion of the process.

a. Jurisdiction and Governing Law:

All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Jabalpur and only courts in District- Raipur shall have jurisdiction to determine the same.

b. Liquidated damages:

Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value (site basis) per week subject to maximum of 20% of the contract value. The Bank reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to the Vendor.

c. Validity Period:

The successful Bidders/Firms/Vendors will remain in the list of the Bank for Raipur Region for **02 years** from the date of empanelment or till the completion of next contract period at the Bank's own discretion (whichever is earlier).

- i) Empanelment will be valid only, if all eligibility criteria mentioned in the Tender Notice are fulfilled during the entire contract period.
- ii) If the service provided by bidder is found to be poor and unsatisfactory or if at any point of time during the Tender process it is found that the information provided by bidder is false, the Bank reserves the right to cancel the contract. Bank's decision in this regard will be final.

d. Bank's Discretion:

Bank reserves the right to reject an offer under any of the following circumstances:

- i) Bid security (EMD) is not submitted.
- ii) Incomplete Offer and/or all documents not attached.
- iii) Offer is not in conformity with the terms and conditions stipulated in this document.
- iv) Specifications/Qualification's stipulated in TENDER are not met with.
- v) If Financial Bid and Technical Bid are not submitted in sealed envelope separately.
- vi) Financial Bid format differs from actual Financial Bid format of Annexure V.
- vii) Violates any terms and conditions in the TENDER document.
- viii) If found that the information provided in the offer is false.

10. EVALUATION CRITERIA

a. Technical Bids:

- i) The Technical Bid should be complete in all respects and contain all information asked for in this document. It should not contain any price information.



- ii) The Technical Bid must be submitted in an organized, numbered and structured manner. No brochures/leaflets etc should be submitted in loose form.
- iii) Technical bid should contain all testimonial as mentioned in previous sections of this TENDER documents.

b. Commercial Bids:

- i) Commercial bids of only technically qualified short-listed bidders will be opened. Bank's evaluation of the commercial bids will take into account the status of compliance of terms and conditions. The Price Bid should contain all relevant rates and charges (Service charge/Lodging/Food) and the rates should be quoted in Indian Rupees only.
- ii) **L1 will be decided on the basis of Total Cost of services as enumerated in Annexure-V.**

11. TERMINATION FOR INSOLVENCY

The Bank may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder.

a. LIABILITY

- i) Bidder's aggregate liability under the contract shall apply to third party claims for bodily injury/electric shock (including death) and damage to real property (due to malfunction of equipment) and tangible personal property caused by bidder's gross negligence/lapse or due to below standard services provided by Bidder.
- ii) The Bidder shall be liable for any indirect, consequential, or special damages due to poor services provided during the agreement period.

b. DISPUTE MANAGEMENT

The provisions of this tender shall always be subject to Government Notifications, any rules/guidelines that may be in force from time to time.

- i) All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. However, If the parties are not able to solve it amicably, the same shall be settled by arbitration in accordance with the provisions of "Arbitration and Conciliation Act 1996" or any statutory modifications or re-enactments thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings.
- ii) The arbitrator shall be appointed with the mutual consent of both the parties. However, there is a provision of appeal if either party is not satisfied with the arbitration award.
- iii) During the arbitration proceedings the Bidder shall continue to work under the Contract unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

c. NUISANCE:

The Bidder shall not at any time cause or permit anyone to cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Bank, Owners, Tenants or occupier of other properties near the site and to the customers/public generally.

d. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever. The bank will have right to opt for any new technology option for the Banks usage.

12. FORCE MAJEURE

Notwithstanding the provisions of TCC (Terms and conditions of Contract), the Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- i) For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted



to, acts of the Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- ii) If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

a. RESTRICTION OF FURTHER CONTRACTS

a. The Bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Bank's prior written consent. Consortium and joint venture responses are not allowed, in any case. Also, bidders must note that no sub-contracting/sub-letting is allowed.

b. AMENDMENTS TO CONTRACT

No variation in or modification of the terms of the empanelment shall be made, except by written amendment, signed by the parties.

c. CONFIDENTIALITY OF CONTRACT DOCUMENTS & INFORMATION

The Bidder shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Bidder in the performance of the work.

- i) 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.
- ii) The Bidder shall not, without the Bank's prior written consent, make use of any document or information except for purposes of performing the work.
- 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 Bidder's performance under the Contract, if so required by the Bank.

13. PUBLICITY:

Any publicity by the bidder in which the name of Central Bank of India is to be used should be done only with the explicit written permission of Central Bank of India.

a. AUTHORIZED SIGNATORY

All pages of this TENDER document and corrigenda must be stamped and initialed by the authorized signatory of the bidder confirming acceptance to all terms and conditions of this TENDER and should be submitted as part of the technical bid.

- i) After completion of selection process, the Bank will finalize the empanelment with the selected Bidder(s). To ensure this both the parties shall also be liable to make authorized officials to be present for discussions.
- ii) The Bidder(s) shall submit a Board resolution in case of a company and/or authorization letter duly signed by the authorized signatory naming the official(s) who shall be authorized to hold discussions.


31.7.25

(Umendra Singh)
Chief Manager





****READ THE TENDER DOCUMENTS CAREFULLY BEFORE SUBMISSION****

Annexure-I

**Application for Empanelment to conduct Electrical Safety Audit
(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)**

Regional Head
Central Bank of India
Regional Office
1st floor, Block - C,
Bombay Market, G. E Road
Raipur – 492001 (C.G.)

Dear Sir,

Subject: Application for participation in Tender for Empanelment to conduct Electrical Safety Audit

1. With reference to your newspaper advertisement dated _____ on the captioned subject, and also the details released on the website of the Bank which we have carefully perused and understood the criteria mentioned therein.
2. Accordingly, we now submit the application form duly completed in all respects, together with certified copies of the following documents as required by you for participation in Tender for Empanelment to conduct Electrical Safety Audit at Branches/Offices under Raipur Region.
3. We confirm that all information given herein is true to the best of our knowledge. We also understand and confirm that if any of the information given is found to be incorrect either fully or partially or any false/fake document is submitted at any stage, you may reject the application summarily and also take any legal action as per law.
4. It is also confirmed that we hereby agree with all the terms and conditions laid down in the application/empanelment documents.

Yours faithfully,

(Bidder's Signature, Name with Seal)

Date -

Encl: Documents:-



BIDDER PROFILE

1. Name of the Organization
 Address

 Contact
 Email id
2. Year of Establishment:
3. Status of the firm:

 (Whether Pvt. Ltd. company/Public Ltd. company/ Partnership Firm)
4. Name of the Chairman/Managing Director/CEO/Country Head (as the case may be):

5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.

6. a) Name and address of Bankers:

 b) Turnover of the Company/Firm in 2022-23, 2023-24 and 2024-25:
 (Please attach a copy of audited Profit & Loss Account for the above 3 years)
- 2022-23: (In Lakhs)
- 2023-24: (In Lakhs)
- 2024-25: (In Lakhs)
7. Whether registered for GST purposes. If so, mention number and date. Also furnish copies of GST certificate.

8. Whether an assessee of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.

- 9 a) Mention the address and phone number of the company's Head Office/ Offices in Chhattisgarh
 (Attach details as separate enclosure):

 b) Give the date of opening of company's Offices in Chhattisgarh:

- c) Give details of the after-service facility in terms of technical manpower provided by your company in Raipur:

10. What are your main fields of activities? Mention the fields giving the annual turnover for each field?
- i)
- ii)
- iii)
- iv)



EMPANELMENT OF ELECTRICAL SAFETY AUDITORS

12. Since when and how long your Company/firm has been in this Electrical Safety Audit field.

13. If you have been prequalified by other organization/statutory bodies, such as Banks, companies, etc. for conducting Electrical Safety Audit, furnish their names, category and date of registration.

14. Furnish the names of renowned organizations, where you have provided services similar to Electrical Safety Audit in the last three years, i.e., from 01 April 2022 onwards:

| Name of Organization with Address | Year of Installation | Value of orders |
|-----------------------------------|----------------------|-----------------|
|-----------------------------------|----------------------|-----------------|

| | | |
|---------|-------|-------|
| 1. | | |
| 2. | | |
| 3. | | |

(Please attach copies of their orders or other proof documents) A separate sheet may be attached if the above space is inadequate)

15. Details of Technical Staff at various locations

| Sr. No. | Name | Qualification | Post Held | Experience |
|---------|------|---------------|-----------|------------|
|---------|------|---------------|-----------|------------|

| | | | | |
|----|--|--|--|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

I/We have read and understood the tender documents and I/We understand that if any false information is detected at a later date, any contract made between ourselves and Central Bank of India on the basis of the information given by me/us can be treated as invalid by the Bank and I/We will be solely responsible for the consequences. I/We agree that the decision of Central Bank of India in selection of bidders/contractors will be final and binding to me/us.

I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

I/We the authorized signatory of the firm undertake to state that our Firm has proper infrastructure and resources and is capable of undertaking Electrical Safety Audit at 61 Branches/Offices of Central Bank of India including all rural areas of Chhattisgarh. We further undertake to state that we would be available for entire period of empanelment to provide services.

Place.

Date.

SIGNATURE:

Name

Designation

Seal of the Company



LIST OF ENCLOSURES

TO BE ATTACHED WITH TECHNICAL BIDS

| SL.NO. | PARTICULARS | ENCLOSED YES/NO |
|--------|--|--------------------|
| 1. | Certificate of Registration of company/dealership | |
| 2. | Certificate of registration with income tax, GST, EPF, ESI and VAT/tin etc | |
| 3. | Details & no. of company owned registered offices/service centers in Madhya Pradesh with names of employees' address, Tel no., etc | |
| 4. | Audited balance sheet & profit/loss a/c statement for last three years | |
| 5. | Empaneled with govt./public sector/banks | |
| 6. | Work executed- work orders/AMC/Client Certificate, relevant TDS certificate | |
| 7. | Details of work on-hand performance certificate, relevant TDS certificate, etc. From banks (preferably) govt., semi-govt. Bodies | |
| 8. | Details of Pre-qualification works | |
| 9. | ISO/BIS certificate | |
| 10. | Customer reference | |
| 11. | Notarized Certificate that Authorized dealer/Firm/OEM or its sister Agency have not been blacklisted | |
| 12. | Document in support of any other information | |

Note: - In absence of any of the information/enclosures OR and FAKE, WRONG, FICTICIOUS, FALCIOUS, etc. reporting, the tender is likely to be rejected.

The Vendor shall produce/provide original of any documents, required by the Bank of Verification.



Annexure-IV

DETAILS OF BRANCHES – RAIPUR REGION**EMPANELMENT TO CONDUCT ELECTRICAL SAFETY AUDIT AT
BRANCHES/OFFICES OF THE BANK**

| Sr. | Branch Name | Branch Full Address | PIN CODE | /Location | Mobile Number | Email ID |
|-----|----------------|---|----------|------------|---------------|------------------------------|
| 1. | Akaltara | P.O. AKALTARA S.E. RLY DIST: JANJGIR CHEMPA. DIST: JANJGIR CHEMPA. | 495552 | SEMI URBAN | 8825539961 | bmraip1415@centralbank.co.in |
| 2 | Balod | GANJ PARA DURG ROAD BALOD DIST-BALOD CHHATTISGARH | 491226 | SEMI URBAN | 8435659954 | bmraip4362@centralbank.co.in |
| 3 | Baloda | VILL. P.O. BALODA DIST.MAHASAMUND RAIPUR | 493558 | RURAL | 9406150573 | bmraip2733@centralbank.co.in |
| 4 | Baloda Bazar | NEAR DASHERA MAIDAN BALODA BAZAR GOURAV PATH CHHATTISGARH | 493332 | SEMI URBAN | 6264256156 | bmraip4364@centralbank.co.in |
| 5 | Baraduar | SHAKTI BLOCK BARADUAR DIST: JANJGIR CHAMPA. | 495687 | RURAL | 9131164826 | bmraip0796@centralbank.co.in |
| 6 | Belar | AT AND P.O. BELAR TEH. JAGDALPUR BLOCK LOHANDIGUDA DIST.BASTAR | 494010 | RURAL | 8305554678 | bmraip1816@centralbank.co.in |
| 7 | Bemetara | SUNDER NAGAR RAIPUR ROAD BEMETARA DIST: DURG | 491335 | SEMI URBAN | 9827672358 | bmraip3379@centralbank.co.in |
| 8 | Bhakhara | INFRONT OF NAGARPANCHAYAT P.O. BHAKHARA | 493770 | RURAL | 6265141492 | bmraip4073@centralbank.co.in |
| 9 | Bhatapara | KRISHNA MILLENIUM, GANDHI MANDIR, WARD NO.9, TARENGA ROAD, BHATAPARA, HATHNI, PIN-493118, DISTT-BALODA BAZAR, CHATTISGARH | 493118 | SEMI URBAN | 9939980099 | bmraip1279@centralbank.co.in |
| 10 | Bhilai | CIVIC CENTRE BHILAI. DIST.: DURG (C.G.) | 490006 | URBAN | 7029811822 | cmraip0789@centralbank.co.in |
| 11 | Bijapur | MAIN ROAD BIJAPUR BIJAPUR BASTAR CHHATTISGARH | 494444 | SEMI URBAN | 8718807151 | bmraip4128@centralbank.co.in |
| 12 | Bilaspur | POST BOX NO. 52. PATEL BHAVAN BILASPUR. DIST: BILASPUR. (CHATTISGARH). | 495001 | URBAN | 9425228248 | bmraip0791@centralbank.co.in |
| 13 | Bilha | P.O. BILHA DIST: BILASPUR DIST: BILASPUR | 495224 | SEMI URBAN | 9826155283 | bmraip0793@centralbank.co.in |
| 14 | Champa | NAILWALA BLDG BAPU MARG SADAR BAZAR CHAMPA DIST: JANJGIR CHAMPA. | 495671 | SEMI URBAN | 7003758405 | bmraip0792@centralbank.co.in |
| 15 | CG College | CENTRAL BANK OF INDIA. CHHATTISGARH COLLEGE BRANCH. BYRON BAZAR RAIPUR. | 492001 | METRO | 7354334768 | bmraip3185@centralbank.co.in |
| 16 | Civil lines | GOVIND DHAM. CIVIL LINES. RAIPUR. | 492001 | METRO | 7509062646 | cmraip2321@centralbank.co.in |
| 17 | Dantewada | CENTRAL BANK OF INDIA, NEAR JAISTAMBH CHOWK MAIN ROAD PO. DANTEWADA | 494449 | SEMI URBAN | 8103443115 | bmraip4127@centralbank.co.in |
| 18 | Deosundra | BHUDPAR(SANDI), P.O. JARVE, BLOCK-PALARI | 493229 | RURAL | 7509062636 | bmraip2694@centralbank.co.in |
| 19 | Dhamtari | BHIMJI NARANJI BUILDING. DHAMTARI DISTT. DHAMTARI | 493773 | URBAN | 7509062647 | bmraip0805@centralbank.co.in |
| 20 | Dhaneli Kanhar | VILL. AND P.O. DHANELI KANHAR TEH. KANKER. DIST.KANKER | 494670 | RURAL | 8720000971 | bmraip2890@centralbank.co.in |
| 21 | Dongargaon | MAIN ROAD NEAR BUS STOP DONGARGAON RAJNANDGAON CHHATTISGARH | 491661 | SEMI URBAN | 6267069288 | bmraip4072@centralbank.co.in |
| 22 | Dongargarh | WARD NO 15, GOLEBAZAR, MAHAVEERPARA | 491445 | SEMI URBAN | 7090105321 | bmraip3596@centralbank.co.in |
| 23 | Durg | NOORJAHAN COMPLEX OPP GOVT POLYTECHNIC COLLEGE G E ROAD DURG CHATTISGARH | 491001 | URBAN | 9712669562 | bmraip2131@centralbank.co.in |
| 24 | Fafadih | CENTRAL BANK OF INDIA. FAFADI CHOWK. RAIPUR CHHATTISGARH. | 492001 | METRO | 7000530061 | bmraip0802@centralbank.co.in |
| 25 | Gitpuri | VILL P.O. GITPURI DIST. RAIPUR RAIPUR | 493228 | RURAL | 7509062637 | bmraip2780@centralbank.co.in |



EMPANELMENT OF ELECTRICAL SAFETY AUDITORS

| | | | | | | |
|----|---------------|--|--------|------------|------------|------------------------------|
| 26 | Jagdarpur | CENTRAL BANK OF INDIA. SADAR BAZAR ROAD. JAGDALPUR. BASTAR DIST. CHHATTISGARH. | 494001 | URBAN | 7869120949 | bmraip0807@centralbank.co.in |
| 27 | Janjgir | PRG COMPLEX STATION ROAD JANJGIR JANJGIR CHAMPA CHHATTISGARH | 495668 | SEMI URBAN | 7999020499 | bmraip4374@centralbank.co.in |
| 28 | Kanker | MAIN ROAD NH NO:43 KANKER DIST: KANKER | 494334 | SEMI URBAN | 8789584763 | bmraip3378@centralbank.co.in |
| 29 | Kargi road | STATION ROAD KARGI ROAD KOTA DIST: BILASPUR | 495113 | RURAL | 7659904528 | bmraip0794@centralbank.co.in |
| 30 | Kawardha | HOUSE- GURU KRIPA KAWARDHA RAIPUR RAOD KAWARDHA DIST. KABIRDHAM CHHATTISGARH | 491995 | SEMI URBAN | 7990102144 | bmraip3377@centralbank.co.in |
| 31 | Khamtarai | NEAR DM TOWER, RAJU COMPLEX, BESIDE BK MEDICAL, BIRGAON, RAIPUR | 493221 | METRO | 9827165441 | bmraip3482@centralbank.co.in |
| 32 | Kondagaon | NEAR BUS STAND MAIN ROAD KONDAGAON KONDAGAON CHHATTISGARH | 494226 | SEMI URBAN | 8319685671 | bmraip4363@centralbank.co.in |
| 33 | Mahasamund | SHANKAR NAGAR WARD NEAR CHANDAK PETROL RAIPUR MAUN ROAD DIST: MAHASAMUND (CHHATTISGARH) | 493445 | SEMI URBAN | 9425867557 | bmraip3480@centralbank.co.in |
| 34 | Markel | AT POST MARKEL TEHSIL JAGDALPUR BASTAR CHATTISGARH | 494001 | RURAL | 8223075001 | bmraip4074@centralbank.co.in |
| 35 | Mungeli | GAURAV PATH AMBEDKAR WARD MUNGELI CHHATTISGARH | 495334 | SEMI URBAN | 7509062719 | bmraip4365@centralbank.co.in |
| 36 | Narayanpur | NEAR OLD BUS STAND NARAYANPUR NARAYANPUR CHHATTISGARH | 494661 | SEMI URBAN | 9406200202 | bmraip4129@centralbank.co.in |
| 37 | Padmanabhpur | VINCENTIAN PROVINCIAL HOUSE CHURCH CAMPUS UTAI ROAD PADMANABHPUR DURG DIST.DURG (CHHATTISGARH) | 491001 | URBAN | 8461878623 | bmraip3481@centralbank.co.in |
| 38 | Radhika nagar | PLOT NO.3 BLOCK NO.1 NEAR DEVANTA HOSPITAL MAIN ROAD PO: BHILAI | 490023 | URBAN | 7470358858 | bmraip4758@centralbank.co.in |
| 39 | Railway area | DRM OFFICE COMPLEX S E C RAILWAY BILASPUR CHHATTISGARH | 495001 | URBAN | 7632950606 | bmraip3932@centralbank.co.in |
| 40 | Raipur main | RAIPUR MAIN BRANCH. P.B.NO.17 G.E. ROAD (GREAT EASTERN ROAD). MOBIN MAHAL RAIPUR. | 492001 | METRO | 8884825356 | cmraip0803@centralbank.co.in |
| 41 | Rajnandgaon | GANJ LINE PO RAJNAND GAON DIST: RAJNANDGAON CHHATTISGARH | 491441 | URBAN | 9679050259 | bmraip1372@centralbank.co.in |
| 42 | Rakhi | MAINROAD, PO. RAKHI | 492015 | RURAL | 9301816929 | bmraip4113@centralbank.co.in |
| 43 | Sadar Bazar | SHRI GAURI COMPLEX SADAR BAZAR ROAD PO JAISTAMBH CHOWK RAIPUR RAIPUR. CHHATTISGARH. | 492001 | METRO | 9687629406 | bmraip1468@centralbank.co.in |
| 44 | Saraipali | P.O. SARAIPALI DIST.MAHASAMUND DIST.MAHASAMUND | 493558 | SEMI URBAN | 9861256458 | bmraip0806@centralbank.co.in |
| 45 | Seepat | MAINROAD, SEEPAT | 495555 | SEMI URBAN | 9770069120 | bmraip4203@centralbank.co.in |
| 46 | Shankarnagar | MIG-62 SECTOR-1 MAIN ROAD SHANKAR NAGAR (RAIPUR) | 492007 | METRO | 9541446964 | bmraip3690@centralbank.co.in |
| 47 | Sundernagar | MAHADEO GHAT ROAD NEAR VIJETA PALACE SUNDER NAGAR RAIPUR DIST.-RAIPUR CHHATTISGARH | 492013 | METRO | 7509062632 | bmraip3376@centralbank.co.in |
| 48 | Takhatpur | P.O. TAKHATPUR DIST: BILASPUR MP | 495330 | SEMI URBAN | 8839668482 | bmraip0795@centralbank.co.in |
| 49 | Telibandha | NEAR SHYAM NAGAR GURUDAWARA PO; RAIPUR | 492001 | METRO | 8085250230 | bmraip4759@centralbank.co.in |



EMPANELMENT OF ELECTRICAL SAFETY AUDITORS

| | | | | | | |
|----|--|--|--------|-------|------------|----------------------------------|
| 50 | Temri | TEMRI P O MANA TEMRI RAIPUR CHHATTISGARH | 492015 | RURAL | 9450678486 | bmraip4112@centralbank.co.in |
| 51 | Toresingha | AT P.O. TORESINGHA DIST. MAHASAMUND RAIPUR | 493558 | RURAL | 9861840164 | bmraip3066@centralbank.co.in |
| 52 | Transport nagar | PLOT NO. 20 TRANSPORT NAGAR P.O. HATHKHOJ DIST. DURG | 490026 | URBAN | 7415177037 | bmraip3161@centralbank.co.in |
| 53 | Uparwara | NEAR HIDAYATULLAH NATIONAL UNIVERSITY VILL./ PO-UPARWARA BLOCK/THE: ABHANPUR DIST RAIPUR CHHATTISGARH | 493661 | RURAL | 6202497656 | bmraip4126@centralbank.co.in |
| 54 | Vidyapeeth | CBI, VIVEKANAND VIDYAPEETH BR, GUDIYARI ROA, KOTA, RAIPUR | 492010 | METRO | 8689804321 | bmraip3888@centralbank.co.in |
| 55 | Vivekanand Ashram | VIVEKANAND ASHRAM BRANCH. G. E. ROAD. RAIPUR. CHHATTISGARH. | 492001 | METRO | 7348933642 | cmraip0804@centralbank.co.in |
| 56 | Vyapar Vihar | ZONE-III, CHOTI PARKING VYAPARVIHAR, BILASPUR(CG) | 495001 | URBAN | 6260147735 | bmraip3759@centralbank.co.in |
| 57 | Regional Office, 1 st floor Raipur | CTX BUILDING, BSNL OFFICE, FAFADIH CHOWK, RAIPUR | 492001 | METRO | 9704370750 | securityraipro@centralbank.co.in |
| 58 | Regional Office, ground floor Raipur | CTX BUILDING, BSNL OFFICE, FAFADIH CHOWK, RAIPUR | 492001 | METRO | 9704370750 | securityraipro@centralbank.co.in |
| 59 | Zonal Office, Raipur | BLOCK C, 1 st FLOOR, BOMBAY MARKET, G.E. ROAD, RAIPUR | 492001 | METRO | 9704370750 | securityraipzo@centralbank.co.in |
| 60 | Sunder nagar Currency Chest | MAHADEO GHAT ROAD NEAR VIJETA PALACE SUNDER NAGAR RAIPUR DIST.- RAIPUR CHHATTISGARH | 492013 | METRO | 9890530524 | smcc3376@centralbank.co.in |
| 61 | Zonal Audit Office | Bombay market, Block E, 1 st floor, G.E. Road, Raipur | 492001 | METRO | | |



FINANCIAL BID

To

Regional Head
Central Bank of India
Regional Office
1st floor, Block – C,
Bombay Market, G.E. Road
Raipur – 492001

Sir,

Sub: Empanelment of Electric Auditor to conduct Electrical Safety Audit of Branches/Office - Raipur Region

1. I / We have gone through the tender for the captioned project, and we have understood requirements of the work. We are interested in undertaking the subject work on the following terms: -

| Name, Address, Contact Nos. of the Firm | ESA at Metro/Urban Branches (In Rs) | ESA at Semi-Urban Branches (In Rs) | ESA at Rural Branches (In Rs) | Total |
|---|--|---------------------------------------|----------------------------------|-------|
| | | | | |

2. The rates quoted for carrying out Electrical Safety Audit of branch must be inclusive of all the charges; taxes, transportation, engineer's fee, TA/DA and any other expenses whatsoever but exclusive of **GST. GST will be paid as applicable.**
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 24 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the security amount shall be forfeited.
5. Deduction of TDS will be as per rules.
6. I/We shall not claim any additional charges from Central Bank of India or its Branches/ Offices towards travelling, lodging/ boarding, food or refreshments, etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

I have read and understood the above conditions and quoted my rates as above.

Date:

Signature of vendor:

Name:

Seal:



PERFORMA OF ELECTRIC SAFETY AUDIT

Annexure -VI

FORMAT FOR ELECTRICAL SAFETY AUDIT REPORT - FOR ALL BUILDINGS

| | |
|--|-------------------------------------|
| Branch/office Code & Name | |
| Address | |
| BM Name/Empl Nos | |
| Sanctioned load | ----- KW/ KVA |
| Connected load | ----- KW/ KVA |
| Monthly amount of energy bill (Approx.) | Rs...../- per month |
| Total tonnage of Air conditioners in branch/office | ----- TR (Tonnage of Refrigeration) |
| Area of the Branch | Sq. feet/ Sq. Metres) |

| Sr.No | Description | Details | Remarks |
|-------|--|---------|---------|
| 1 | Whether MCCBs / MCBs/ELCBs are provided with proper rating to cater the load. Check for loose/broken neutral at incomer. The incomer panels thermography report. | YES/NO | |
| 2 | Whether the Branch is provided with facility(switch) to switch off the premises power supply at close hours in branch before leaving the premises (if no to be provided immediately) auditor to ensure compliance. | YES/NO | |
| 2 | Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works | YES/NO | |
| 3 | Whether Pump room, DG set room, UPS room, electrical room etc. are maintained 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 Boards, Electrical equipment etc. | YES/NO | |
| 5 | Whether Earthing pits are provided and connected to the equipment Body of the connected equipment. | YES/NO | |
| 6 | Whether the Earthing Pits are properly maintained and earth values<1megaohm | YES/NO | |
| 7 | Whether proper exhaust fan for ventilation of panel room/electrical room/ UPS room is provided and paper, old material or any other scrap kept near DB/Panels/ UPS/ Batteries etc. are not kept there. | YES/NO | |



EMPANELMENT OF ELECTRICAL SAFETY AUDITORS

| | | | |
|-------|--|-------------------|--|
| 8 | Whether penalty is being imposed in electricity bills on account of higher load/ poor power factor etc. (It may be ascertained from the electricity bill of Aug/Sep/Oct). Additional electrical load required if any (from Power Distribution company). | YES/NO -----KW | |
| 9 | Whether Load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connections/haphazard wirings observed in the Branch/ office premises | YES/NO | |
| 10 | Whether isolating switches are provided for the switching off of the non-essential loads premises during night and main switch to switch off the power supply to the Branch in case of fire/ emergency. | YES/NO | |
| 11 | Whether electrical equipment's of Pantry etc. are properly connected to Iron socket box with MCBs. MCBs or latest type switches are provided to switch on/ off the ACs and protect them from Overload. | YES/NO | |
| 12 | Whether Proper preventive maintenance after opening of Panel boards and distribution Boards are carried out by the license holder Electrician or skilled technicians of Equipment manufacturers/ service providers. | YES/NO | |
| 13 | Whether Appropriate timers used in the changeover of Air conditioners for server room ACs and for Signage Boards to make auto ON/OFF (for schedule timings). The thermostat of AC's at server rooms should be set to say 30 degree centigrade so they are not run only when the temperature is too high (to minimize chances of fire due to idle running of ACs during the night). | YES/NO | |
| 14 | Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians / skilled technician. | YES/NO | |
| 15 | General Condition of electrical control panel, Main Switch, Electric Meter Board and change over switch, ACs, water cooler, water filter, wiring, cables etc. is good and all DB'S, Panels, switch boards are Properly covered. | YES/NO | |
| 16 | Whether the contact numbers of persons, electricians, power distribution company, Generator service provider, vendor, UPS vendors, ACs etc. are available with Accountant/ Security guard and other staff, and they are displayed in Electric room/ UPS room? | YES/NO | |
| 17 | Whether the Power factor Panel of appropriate rating is installed. | YES/NO | |
| 18. | FIRE PREVENTION MEASURES | | |
| (i) | All old disposable records, broken furniture etc. accumulated at the premises at the premises have been cleared. | YES/NO | |
| (ii) | Combustible leaf, litter/waste papers etc in and around the branch is removed/cleaned periodically. | YES/NO | |
| (iii) | No Stationary/Records/old obsolete items are stored/kept in the System/UPS room. | YES/NO | |



EMPANELMENT OF ELECTRICAL SAFETY AUDITORS

| | | | |
|------|--|-----------|--|
| (iv) | Storage racks in Stationery/Record room kept at a safe distance of at least 3 ft from electrical points/switch/junction boxes. | YES/NO | |
| (v) | In the pantry/canteen LPG is used (Yes/No) | YES/NO | |
| 19 | SERVER AND UPS ROOM | | |
| (i) | <u>Server Room</u> Server room have dual AC units having timer circuit device with independent circuit. | YES/NO | |
| (ii) | Whether Exhaust fan installed in UPS Room | YES/NO | |
| 20 | ELECTRICAL SAFETY | | |
| | Power supply to Record/Stationary room is made through Plug and Socket arrangement? | YES/NO | |
| 21 | FIRE PROTECTION/FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM | | |
| | Are fire extinguishers available in the following area and clearly marked and accessible? A. System/UPS Room: Modular Clean Agent (05/02 Kg) B. Banking Hall: CO2 (3 Kg/4.5 Kg)/ABC/DCP/Water CO2 type C. Stationary Room: ABC/Water CO2 type | YES/NO | |
| 22. | DG SET/GENERATOR IF PROVIDED OWNED/RENT | | |
| | At least One ABC/CO2 type fire extinguishers are placed near the Diesel Generator | YES/NO/NA | |



Energy Audit

- Sanctioned load and utilized load. (Billing Demand) -
- Electricity Consumption for financial year period (e.g.: 01.04.2024 to 31.03.2025) and comparison with previous year. -
- Corresponding meter readings also to be recorded. -
- Energy Bill analysis for 12 months including tariff analysis. -
- Illumination and lighting lux levels, type of fixtures LED. -
- Identification of energy savings opportunities: list of all equipment's, gadgets, UPS, AC pumps, heaters etc. installed in premises. -
- AC star rating or ISEER ratings, type of gas enviro-friendly (R410 or R404), any machine still with R-22 to be specifically mentioned. -

Signature

Name of Electrical Engineer/ Consultant/ Contractor

Branch Manager

Supervisor's Valid License No.

Branch seal:

(In case of Electrical Contractor) Contractor's License

Mob No :

Contact No:-

Date:

Place:



Only where HT (11kv/33kv substation is in premises)

ANNEXURE-VI-A

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN H.T. SUBSTATION

| | |
|--|--------------------------|
| Branch/office Code & Name | |
| Address | |
| Billing Demand | -----KW/KVA |
| Maximum Demand (MD) of (preferably April / May / June months) | KW/KVA |
| Power factor and Peak Load as mentioned in the electricity bill (preferably April / May / June months) | P.F: Peak Load: |
| Capacity of substation and voltage: | ----- KVA -----KV |

| S.No | Description | Details | Remarks |
|------|---|---------|--|
| 1 | Whether the permission for Sub-Station and DG Sets, Electric shock treatment chart, Electrical & Fire safety Charts, Single line diagram etc. Are displayed in substation | YES/NO | |
| 2 | Whether emergency contact numbers of Fire station, Health center, Power Distribution Co., main contractor etc are displayed at substation and control room | YES/NO | |
| 2.1 | Whether electrical danger plate (fig of skull & cross bones, 11KV/33KV/440V/230V) is provided on Main Electrical Panel / electrical room / operating areas | YES/NO | |
| 3 | Safety Materials like Fire extinguishers, Sand buckets, Rubber Mats, Hand Gloves, First aid box etc. are available in substation? | YES/NO | |
| 4 | Whether the inspection of substation/DG Set/Lifts is done by the Concerned Electrical Inspector at least once in a year and the required inspection fees paid well in time? | YES/NO | |
| 5 | Whether the observations by Electrical Inspector during his last visit have been attended? Date of his compliance report. | YES/NO | Copy of letters in this regard should be |



EMPANELMENT OF ELECTRICAL SAFETY AUDITORS

| | | | |
|----|--|--|--|
| | challenges in Electrical safety etc. | | |
| 16 | Thermography: Observations on thermographic images at Electric Panels, Distribution Boards. (Please also upload the thermographic images on the system) | | |

Signature

Signature & Branch Seal:

Name of the Auditor:

Name of BM/ABM:

Mob No:

Name of Agency:

Supervisor's Valid License No.

Date:

Place



ELECTRICAL SAFETY AUDIT OBSERVATIONS – REGIONAL OFFICE RAIPUR**BRANCH -** _____

This is to certify that the Electrical Safety Audit of Branch _____ is conducted on Dt. _____ & the following observations identified for the rectification:

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

(Electrical Safety Auditor)

(Branch Head)



(Report to be submitted on letter head by Contractor after rectification work)

Branch _____ Code _____

[illegible]

Date: _____ Signature and Seal of Contractor _____ Signature and Seal of Branch/Office _____

