

**TENDER NOTICE**  
**Date-24/04/2024**

**Tenders are invited from accredited Energy Auditors to carry out Electrical Audit of Branches/Offices under UCO Bank, Sambalpur zone, Odisha.**

**DATE AND TIME OF SUBMISSION OF THE TENDER – 02:30 P.M on or before 15<sup>th</sup> May 2024**

**The Zonal Manager  
UCO Bank, Zonal Office Sambalpur,  
18/1, Ainthapali road, Sambalpur,  
Odisha.**

## **NOTICE INVITING TENDER**

Zonal Office, UCO Bank under Sambalpur zone, Odisha , invites sealed “**Tenders**” from Energy Auditor Companies /Firms/Proprietors certified from **Bureau Energy Efficiency (BEE) (Govt. of India)** to carry out Electrical Audit of **87 branches & offices** (83 Bank branches, 2 RSETI, 1 LDM office and 1 Zonal Office) under UCO Bank Sambalpur zone, as per Audit Performa given in the Tender document.

The interested vendors fulfilling the following conditions may apply in **two Bid Systems (Technical Bid and Financial Bid)**:

1. The firm must have its permanent office and should be in existence for the last 5 years.
2. The authorized Engineers of the firm carrying out the Electrical Audit must have a Degree in Electrical Engineering and should be an accredited Electrical / Energy Auditors from BEE (Bureau Energy Efficiency).
3. The firm must have the necessary license / approval from the appropriate authority for carrying out the Electrical Audit / Energy Audit.
4. Agency/firm must have valid GST No.
5. Agency/firm must have PAN No.
6. Agency/firm must be an Income Tax Assessed for the last three years.
7. Agency/firm must have turnover of 10 Lac per annum for the last three years.
8. Agency/firm must have executed at least 4 work orders involving carrying out similar Electrical Audit / Energy Audit of office premises in last two years.
9. Duly filled & signed application /offers shall be submitted in two bid system in the following manner :

**Cover-I** – Duly sealed cover super scribed as “Technical Bid – For Electrical Audit of branches” shall contain only technical bid along with Basic Information with tender cost and earnest money deposit. No reference is to be made to the financial aspects of the offer, otherwise tender shall be liable to be summarily rejected.

**Cover-II** - Duly sealed cover super scribed as “Price Bid – For Electrical Audit of branches” shall contain only Price Bid.

Both the sealed covers shall then be put into one single cover and sealed duly super scribing “ Application/Offer for Electrical Audit of branches” addressed and submitted to :

The  
Zonal Manager,  
Zonal Office UCO Bank  
18/1, Ainthapali Road, Sambalpur,  
Odisha-768004

The last date of submission is **15<sup>th</sup> May 2024, 14.30 hrs**. Late applications shall be summarily rejected. The technical bids shall be opened on the same day at the above referred address in the presence of the representatives of the bidders. The Price bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre qualification criteria mentioned above. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants.

**Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.**

To  
Zonal Manager,  
Zonal Office UCO Bank  
18/1, Ainthapali Road, Sambalpur,  
Odisha-768004

Sir,

**Sub : Application/Offer for Electrical Audit of branches/ offices.**

I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according the Performa. I / We further understand that pre-qualification and selection of Electrical auditor will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work. I / We do hereby declare that the information furnished in the Performa from pages \_\_\_\_\_ to \_\_\_\_\_ and in the supplementary sheets is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature  
Name:  
Designation:  
Organization:  
Address:

Contact no.  
Seal:

## 1. Instructions to the Applicants for furnishing information as a part application for pre-qualification

- i. Intending Applicants are required to submit their applications with full details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
- ii. While deciding upon the pre-qualifications of Electrical Auditor, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
- iii. Decision of the Bank in regard to selection of Electrical Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
- iv. **Each page of the application shall be signed.** The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
- v. If the space in the performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the performa and serial number. Separate sheets shall be used for each part. However the format shall be as per performa.
- vi. Applications containing false and / or inadequate information are liable for rejection.
- vii. While filling up the application with regard to the list of important projects completed Clarification, if any required, may be obtained from the office of The Zonal Manager, UCO Bank, Zonal Office, Sambalpur.
- viii. Contact details:  
**Phone No. 9724486993**  
**E-Mail- zosblpur.sec@ucobank.co.in**
- ix. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable to rejection.
- x. The application which is received after due date & time is liable for rejection.
- xi. Applications incomplete in any respect & which are not legible are liable for rejection.
- xii. All the pages of the tender document shall be signed and sealed.
- xiii. The information furnished in the technical bid shall be supported by related documents.
- xiv. Applicants who qualify the technical bid will be empanelled.
- xv. **Any dispute related to the tender process shall be under the jurisdiction of Sambalpur, Odisha.**

## 2. Scope of Work:

- a. The work involves visiting the branches / offices under UCO Bank, Sambalpur zone, Odisha area to carry out Electrical Audit as per the Audit Performa given in the Tender Format. A copy of the report duly signed by the licensed Electrical Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Zonal Office.
- b. Electrical Audit of all the branches/offices must be completed within forty-five days from the date of awarding the contract.

## 3. Tender document:

- a. Interested vendors may either collect tender documents from UCO Bank, Zonal Office Sambalpur, Odisha or download it from UCO Bank's website [www.ucobank.co.in](http://www.ucobank.co.in).
- b. Vendors may submit the tenders only in the desired format, in two envelopes as explained in the tender document, so as to reach this office by **14.30 hrs. On or before 15/05/2024**. Submission of tenders in any other format will not be entertained & will be summarily rejected.
- c. The earnest money deposit is **Rs-10000.00 (Rupees ten thousand only)** which shall submitted along with technical bid. Earnest money deposit shall be returned back to unsuccessful bidders.
- d. Tender fee is **Rs-2000.00 (Rupees two thousand only)** which is non-refundable.
- e. **Bank reserves the right to cancel one or all tenders without assigning any reason/s thereof.**
- f. The envelope of Technical Bid shall be super scribed as "**TECHNICAL BID FOR ELECTRICAL AUDIT OF BRANCHES/OFFICES**" and shall contain details as per the format Annexure-I and following:
  - Earnest money amount through Demand Draft/Banker's Cheque for 10,000/- in favour of **Zonal Manager UCO Bank, Zonal Office Sambalpur payable at Sambalpur, Odisha.**

- Tender fee amount of **2000/-** through Demand Draft/Banker's cheque in favour of **Zonal Manager UCO Bank, Zonal Office Sambalpur payable at Sambalpur, Odisha.**
- i. The envelope containing Financial Bid shall be super scribed as "**FINANCIAL BID FOR ELECTRICAL AUDIT OF BRANCHES/OFFICES**" and shall contain only rates in the prescribed format mentioned in Annexure-II

**Annexure- 1**

# TECHNICAL BID FOR ELECTRICAL AUDIT OF BRANCHES/ OFFICES

## **1. Basic Information**

|    |  |   |
|----|--|---|
| 1  | a) Name of the applicant / organization<br>b) Address of the Registered Office<br>c) Address of office at Odisha<br>( with Phone Nos Fax Nos& Email ID)  |   |
| 2  | Year of establishment  |   |
| 3  | Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)   |   |
| 4  | Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm<br>a)<br>b)<br>Enclose certified copies of document as evidence   |   |
| 5  | Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.   |   |
| 6  | Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when?  |   |
| 7  | a) Details of Registrations with :<br>1) BEE Certification   |   |
|    | b) No. of years of experience in the concerned field.  |   |
| 8  | Address of office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge.   |   |
| 9  | Yearly turnover of the organization during last 5 years (year wise)  |   |
| 10 | Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the or organization (Attach document)  | 1. Name of Bank / Branch<br>2. Solvent for Rs.<br>3. Date of issue. |
| 11 | Latest income tax clearance certificate.   |   |
| 12 | PAN No.  |   |
| 13 | Details of registration for payment of GST.  |   |
| 14 | Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation. | Attach a separate sheet if required.                                |

|    |  |                                      |
|----|--|--------------------------------------|
| 15 | Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted. | Attach a separate sheet if required. |
| 16 | Reasonable presence/local address  |                                      |

(NOTE- Attach documents to support the furnished information)

Signature:

Seal:

Date:

## **2. Technical Personnel and Similar Experience.**

**Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.**

| Sr. No | Name | Age | Qualification | Experience | Nature of works handled | Name of the projects handled | Date from which employed in your organization. | Indicate details of experience for similar projects. |
|--------|------|-----|---------------|------------|-------------------------|------------------------------|--|--|
| 1      | 2    | 3   | 4             | 5          | 6                       | 7                            | 8  | 9  |
|        |      |     |               |            |                         |                              |  |  |

Notes :

- Information has to be filled up specifically in this format.
- Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

## **3. Details of infrastructure in office**

| Sr.No. | Item  | Number | Details |
|--------|---|--------|---------|
| 1      | Office premises, Area etc.  |        |         |
| 2      | Fax Machine   |        |         |
| 3      | Telephone   |        |         |
| 4      | Other instruments   |        |         |
| 5      | Software Used   |        |         |
| 6      | Reference Book used   |        |         |
| 7      | Subscription to magazines, journals, institutional technical nature |        |         |

**4. List of important works completed.**

| Sr. No | Name of the project & location. | Name & full postal address of the owner. Also indicate whether Govt. Semi-Govt. Private body or Financial Institution with full postal address & details of contact person of the owner. | Contract Amount (₹) for Electrical Audit work only with copy of Work Order | Completion Period Stipulated (Year) | Actual (Year) of completion | Any other relevant information. |
|--------|---------------------------------|--|--|-------------------------------------|-----------------------------|---------------------------------|
| 1      | 2                               | 3  | 4  | 5                                   | 6                           | 8                               |
|        |                                 |  |  |                                     |                             |                                 |

## FINANCIAL BID

### GENERAL CONDITIONS

1. The rates quoted for carrying out Electrical Audit must be inclusive of all the charges, taxes i.e. Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
2. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
3. The successful bidder shall have to deposit a sum of 30,000/- (Rupees thirty thousand only) as Security Deposit, which in the event of not completing the Electrical Audit in the given time period, shall be liable to be forfeited.
4. The rates quoted shall be binding for six 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 deposit amount will be forfeited.
5. Payment shall be made by the Zonal Office, within -10 days after submission of invoice of all the branches/ offices along with one copy of Electrical audit report duly acknowledged by branch incumbent with his name, designation and branch seal.
6. Deduction of TDS will be as per prevailing income-tax rules.

I have read and understood the above conditions and quote my rates as follows:

| Sr | Rate per branch/ Office in Rs. | GST @.....% | Total amount |
|----|--------------------------------|-------------|--------------|
| 1  |                                |             |              |
|    | Amount in words:-              |             |              |

Date :

Signature of the Vendor  
(Seal)

**PERFORMA OF ELECTRICAL AUDIT**

- A. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
- B. 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.
- C. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
- D. Inspection / recommendation report of existing electrical system with your observations and remarks.
- E. Photocopy of last three electrical bills of the branch/office/ATM , including marking any discrepancy, if any.
- F. Branch/office Overview.

Date-.....

**1. Branch Description**

| Sr. No | Description    | Particulars |
|--------|----------------|-------------|
| i.     | Region         |             |
| ii.    | Name of Branch |             |
| iii.   | Branch Code    |             |
| iv.    | Address        |             |
| v.     | Phone/Fax      |             |
| vi.    | Contact Person |             |
| vii.   | Mobile no.     |             |
| viii.  | Email id       |             |
| ix.    | Area of office |             |

**2. Branch Inventory details**

| Sr No. | Description        | Wattage | Nos. installed floor wise |           |          | Electrical load |
|--------|--------------------|---------|---------------------------|-----------|----------|-----------------|
|        |                    |         | ATM                       | Floor no. | Floor no |                 |
| i.     | Change over Switch |         |                           |           |          |                 |
| ii.    | MCCB               |         |                           |           |          |                 |
| iii.   | Fuse               |         |                           |           |          |                 |
| iv.    | MAX wire fuse      |         |                           |           |          |                 |
| v.     | MCB 4 Pole 100A    |         |                           |           |          |                 |
| vi.    | MCB 2 Pole 63 A    |         |                           |           |          |                 |
| vii.   | MCB 4 Pole 63 A    |         |                           |           |          |                 |
| viii.  | MCB 2 Pole 32 A    |         |                           |           |          |                 |
| ix.    | MCB 1Pole 32A      |         |                           |           |          |                 |
| x.     | MCB 1Pole 16A      |         |                           |           |          |                 |
| xi.    | MCB 1Pole 10A      |         |                           |           |          |                 |
| xii.   | MCB 1Pole 6A       |         |                           |           |          |                 |

|       |               |  |  |  |  |  |
|-------|---------------|--|--|--|--|--|
| xiii. | MCB 1Pole 25A |  |  |  |  |  |
|-------|---------------|--|--|--|--|--|

|         |                        |  |  |  |  |
|---------|------------------------|--|--|--|--|
| xiv.    | RCCB 63A               |  |  |  |  |
| xv.     | Stabilizer             |  |  |  |  |
| xvi.    | M.C.B 2 Pole 40 A      |  |  |  |  |
| xvii.   | A.C Window             |  |  |  |  |
| xviii.  | A.C Split 1.5 TR       |  |  |  |  |
| xix.    | A.C Split 2 TR         |  |  |  |  |
| xx.     | A.C Split 1 TR         |  |  |  |  |
| xxi.    | Wall Fan               |  |  |  |  |
| xxii.   | Ceiling Fan            |  |  |  |  |
| xxiii.  | Water Cooler           |  |  |  |  |
| xxiv.   | Exhaust Fan            |  |  |  |  |
| xxv.    | T8 2 Fit 18 W          |  |  |  |  |
| xxvi.   | T8 36 W                |  |  |  |  |
| xxvii.  | CFL 2 pin 18 W         |  |  |  |  |
| xxviii. | T12 40 W               |  |  |  |  |
| xxix.   | T8 36 W                |  |  |  |  |
| xxx.    | CFL 40 W               |  |  |  |  |
| xxxi.   | CFL 30 W               |  |  |  |  |
| xxxii.  | Fire Machine           |  |  |  |  |
| xxxiii. | Camera                 |  |  |  |  |
| xxxiv.  | LCD                    |  |  |  |  |
| xxxv.   | Fax M/C                |  |  |  |  |
| xxxvi.  | Coffee M/C             |  |  |  |  |
| xxvii.  | Computer CRT           |  |  |  |  |
| xxviii. | Printer                |  |  |  |  |
| xxxix.  | Master CPU 10A         |  |  |  |  |
| xl.     | Scanner                |  |  |  |  |
| xli.    | Money Counting Machine |  |  |  |  |
| xl.ii.  | Micro wave             |  |  |  |  |
| xl.iii. | Heater                 |  |  |  |  |
| xl.iv.  | T.V                    |  |  |  |  |
| xl.v.   | ATM M/c                |  |  |  |  |

### 3. Electrical Load analysis

|       |  |  |
|-------|--|--|
| i.    | Total Sanctioned Load :                            |  |
| ii.   | Total Connected Load :                             |  |
| iii.  | Is Sanctioned load less than Connected load :      |  |
| iv.   | Has branch applied for additional load? :          |  |
| v.    | Has branch paid any penalties for excessive load : |  |
| vi.   | Electrical Load Utilization :                      |  |
| vii.  | Electrical Load on UPS                             |  |
| viii. | DG Set installed: YES/NO                           |  |
| ix.   | DG Set Capacity.                                   |  |

#### 4. ELECTRICAL DISTRIBUTION SYSTEM:

|        |   |  |
|--------|---|--|
| i.     | Is distribution of load satisfactory :  |  |
| ii.    | Condition of Electrical Wiring :  |  |
| iii.   | Type of Wiring Used :   |  |
| iv.    | No. of MCB's and ELCB :   |  |
| v.     | Whether MCB's and ELCB are of required rating :   |  |
| vi.    | Whether cables and connection are good and of adequate capacity :                                   |  |
| vii.   | Whether electrical equipments are operating at specified voltage/current (within tolerance range) : |  |
| viii.  | Rating of Fuses/Junction Box :  |  |
| ix.    | Are the ratings correct? :  |  |
| x.     | Are Fire Box Switch Inserts used :  |  |
| xi.    | Whether single isolating switch is available for the whole premises :                               |  |
| xii.   | Are Earth Pits identified :   |  |
| xiii.  | Earth Connection to equipments: Proper/Not proper   |  |
| xiv.   | No. of earth pits available :   |  |
| xv.    | Whether earthing is done properly to equipments :   |  |
| xvi.   | Voltage between neutral and earth :   |  |
| xvii.  | Whether DG is provided with neutral earthing :  |  |
| xviii. | Whether ELCB provided:  |  |
| xix.   | ATM M/s Earth pits identified:  |  |
| xx.    | Earthing check of each pit:   |  |
| xxi.   | UPS room exhaust fan installed  |  |
| xxii.  | UPS room Condition  |  |
| xxiii. | UPS battery Connections   |  |

#### 5. Measurement of Electrical Parameters

| MAIN SUPPLY |             |         |         |              |       |         |
|-------------|-------------|---------|---------|--------------|-------|---------|
| Sr. No.     | Description | Voltage | Current | Power factor | Power | Remarks |
| 1           | R           |         |         |              |       |         |
| 2           | Y           |         |         |              |       |         |
| 3           | B           |         |         |              |       |         |
| 4           | Neutral     |         |         |              |       |         |

| UPS CONNECTION |             |         |         |         |
|----------------|-------------|---------|---------|---------|
| Sr. No.        | Description | Voltage | Current | Remarks |
| 1              | UPS         |         |         |         |
| 2              | MCB         |         |         |         |
| 3              | MCB         |         |         |         |
| 4              | EARTHING    |         |         |         |

| <b>ATM ROOM CONNECTION</b> |             |         |         |         |
|----------------------------|-------------|---------|---------|---------|
| Sr. No.                    | Description | Voltage | Current | Remarks |
| 1                          | ATM MACHINE |         |         |         |
| 2                          | UPS         |         |         |         |
| 3                          | MCB         |         |         |         |
| 4                          | EARTHING    |         |         |         |

**6. Condition of Electrical wiring.**

**7. Observations.**

**8. Recommendations.**

**9. Tips on energy saving.**

**Signature-**

**Name-**

**Seal of Electrical Auditor**

**Date-**