

ZOS/GAD/SEC/2024-25/841

Dated -05.03.2024

NOTICE FOR ENGAGEMENT OF VENDOR FOR ELECTRICAL AUDIT AND ENERGY AUDIT OF VARIOUS BRANCHES/OFFICES UNDER ZONAL OFFICE, SHIMLA

SEALED QUOTATIONS ARE INVITED FROM COMPETENT VENDORS HAVING SOUND TECHNICAL CAPABILITY FOR ELECTRICAL AUDIT OF ZONAL OFFICE & BRANCHES UNDER ZONAL OFFICE, UCO BANK, SHIMLA.

DETAILED TERMS & CONDITIONS**1. Eligibility Criteria of the Vendor**

- Applicant can be individual / organization.
- Applicant should have at least two years experience in undertaking similar work (preferably for multi-storied buildings) in Banks/ Govt/Public Sector/reputed private sector organizations.
- Applicant should possess the valid Electrical Energy Auditor license. Photocopy of such license should be submitted with the application.

2. Procedure for submission of Quotation

Quotation should be submitted in two Parts in two separate sealed envelopes super scribing Part-I (Technical Bid) and Part-II (Financial Bid), which are to be put in another sealed envelope, super scribing 'Application For Electrical Audit' of Bank's Branches under Shimla Zone, Himachal Pradesh.

Quotation should be addressed and submitted to Zonal Manager, UCO Bank, Zonal Office, Shimla, Hotel Himland, Shimla (H.P.) -171001.

3. The scheduled of entire process shall be as under

1	Date of Issue of Notice	05.03.2024
2	Last Date & Time of Submission of Sealed Quotation	20.03.2024, 1600 hrs
3	Date & Time of opening of Technical Bid (for the vendors qualified in technical bidding)	21.03.2024, 1200 hrs
4	Date & Time of Opening of Financial Bid	21.03.2024, 1600 hrs
5	Address for Submission of Bid and other general correspondence	Security Department, UCO Bank Zonal Office Shimla, Hotel Himland, Shimla. Contact - 8872106611

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4. The Part-I & Part-II of the bid must contain the following documents

- a) **Part-I** of Bid, super scribing "PART-I (Technical Bid for Engagement of Vendor for 'Electrical Audit')", should contain
- (i) Application in Bank's prescribed format as per Annexure-I
 - (ii) All relevant documents as mentioned in the Annexure-I
 - (iii) A letter from the applicant towards acceptance of scope of services and terms & conditions as mentioned in Annexure-II

There should not be any indication of price/rate/charges in Part-I of the tender. Conditional tenders will not be accepted.

- b) **Part-II (FINANCIAL BID):** Quotation should be submitted in separate sealed cover, super scribing "PART-II (Price Bid for Engagement of vendor for 'Electrical Audit')". Part-II of quotation must contain the price bid i.e the average charges of electrical audit per Branch and charges of electrical audit for Zonal Office in prescribed format given in **Annexure-III**. (Our Bank has some small branches having carpet area 700-800 sqft in a single floor and at the same time having large branches/offices having carpet area of upto 7000 sqft with multiple floors. Branches may be visited by you prior to submission of quotation. At present there are total 116 branches/offices under Zonal Office Shimla spread in Shimla, Sirmour, Solan and Kinnaur Districts of Himachal Pradesh. A list of b branches with address is enclosed as Annexure-IV.)

c) Evaluation Criteria for arriving at L1 price:

Evaluation of offers will be done on cumulative figures of the rates quoted in **Annexure-III for branches i.e. total amount for 115 branches + amount quoted for Zonal Office as per annexure I**. Quotation not received in two parts (Part-I & Part-II) in separate envelopes will be summarily rejected.

5. Applicants can email to zoshimla.sec@ucobank.co.in till 20.03.2024 for any queries/clarifications

**DY ZONAL HEAD
UCO BANK, ZONAL OFFICE, SHIMLA**



ANNEXURE-I

APPLICATION FORMAT FOR ENGAGEMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES UNDER ZONAL OFFICE, SHIMLA

S.No	Particulars	
1.	Name of Applicant (Company/Firm/Individual/Agency)	
2	Registered Address of the Applicant with Telephone No., Mobile number & E-mail ID	
3.	Address of the Applicant in Himachal Pradesh (If any) with Telephone No., Mobile & E-mail ID	
4.	Year of Establishment	
5.	Status of the Applicant(whether Proprietary/Private Ltd./Public Limited/Co-operative Society/Public sector/Autonomous body/Govt. Department). (Enclose copies of relevant documents)	
6.	Name of Proprietor/ Directors/ Partners/Controlling body	
7.	Whether registered with the Registrar of Companies/Registrar of Firms/Registrar of Co-operative societies. If so, Please mention the number of such registration and date. (Enclose copies of relevant documents)	
8	Whether registered for GST If so, please mention the tax registration number and furnish a copy of such registration certificate	
9.	Details of Permanent Account Number: (Enclose photocopy of PAN Card)	
10	Whether empanelled with other PSU Banks/Govt. Deptts./PSUs/Autonomous bodies. If so, Please furnish the following particulars: (Enclose copies of relevant documents) • <u>Name of Organisation</u>	

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	<ul style="list-style-type: none"> • <u>Date of Empanelment</u> • <u>Validity</u> • <u>Institution</u> 	
11.	i) Number of Electrical Auditors ii) Electrical Auditor's License No. and validity: iii) Name of Issuing Authority. (Furnish photocopy of license)	

12. Detailed Particulars for the works done in past two years:

Name of organization	Value of work	Number of Buildings	Storied	Total Sq.ft	Stipulated completion time

(Enclose copies of relevant work orders)

The particulars furnished in the application are true to the best of my/our knowledge & belief I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date:

Signature with stamp of Applicant

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TERMS & CONDITIONS

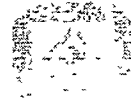
GENERAL CONDITIONS.

1. The Successful Bidder will be engaged for 'Electrical Audit' of Banks Zonal Office & Branches in Shimla, Sirmour, Solan and Kinnaur Districts of Himachal Pradesh.
2. The work is to be started in consultation with Security Department & General Administration Department, UCO Bank, Zonal Office, Shimla.
3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working period.
4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
5. The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours and availability at site.
6. There will be no escalation of rate during the period of rate contract.
7. No space will be provided for site office, labour camps, storage etc.
8. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the applicants who resort to canvassing will be liable to rejection.
9. No employee of the Bank is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank. This contract is liable to be cancelled if either the contractor or any of his employees found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the tender or engagement in the contractor's service.
10. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.
11. The Applicants may visit the Branches with prior intimation before submission of their quotation.
12. Bank reserves the right to accept or reject any or all quotation/s without assigning any reason whatsoever.

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COMPLETION TIME:

Eight weeks from the date of work order.

PAYMENT TERMS:

Payment will be made against invoice after completion of job, subject to compliance of terms of contract and statutory deductions as per Rule.

SCOPE OF WORKS:

Floor wise assessment of luminaries/light fittings (Report to be submitted as per following format):

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 on improvement, if any
			Watt	Amp		

Floor wise assessment of Air conditioning system (Report to be submitted as per following format):

Type of Air conditioning units	No of Air conditioning	Capacity of Air conditioning (TR)	Total electrical load consumption		Condition of air conditioning system	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
			Watt	Amp			

Floor wise assessment of UPS (Report to be submitted as per following format):

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

Floor wise assessment of electric circuit (Report to be submitted as per following format):

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Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on improvement, if any
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	Whether proper termination of cables at enclosures			
12	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		
13	Other special observations, if any record the results of particular inspections applied separately			

Floor wise assessment of electrical Panel room (Report to be submitted as per following format)

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Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on improvement, if any
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 termination 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	No of Panels		
		Rating of panels		

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	gear panels	Measurement of P-P & P-N voltage of Panels			
		Measurement of P-P & P-N current of Panels			
		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				

Assessment of Substation (Report to be submitted as per following format) (If sub-station is available)

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
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	Condition of metering equipment			
4	Condition of isolator (where present)			
5	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
6	Cables correctly supported throughout their run or not			
7	Condition of insulation of live parts			
8	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
9	Whether Low voltage cables segregated from Medium voltage cables			

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10	Whether Cables separated / segregated from non electrical services				
11	Whether proper termination of cables at enclosures				
12	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			
13	Adequacy of protective earthing conductor				
14	Adequacy of Neutral earthing conductor				
15	High tension cable size adequacy				
16	Interlocking between High tension and Low tension switch gears				
17	Interlocking between Transformers (if any)				
18	Details Over voltage protection	No			
		Rating & make			
		Condition			
		Any other observations			
19	Under voltage protection	No.			
		Rating & make			
		Condition			
		Any other observations			
20	Earth fault protection	No.			
		Rating & make			
		Condition			
		Any other observations			
21	Short circuit protection	No			
		Rating & make			
		Condition			
		Any other observations			
22	Over current protection	No			
		Rating & make			

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		Condition				
		Any observations	other			
23	Whether method of Cables laid inside the Electrical room is acceptable					
24	Total Electrical Load	Air conditioning load				
		Light & power load				
25	Whether electrical load balancing is acceptable (Give details phase wise load)					
26	Other special observations, if any record the results of particular inspections applied separately					

Assessment of Substation switchgears (Report to be submitted as per following format)

No of Breakers	Capacity of each breaker 1 Rating 2 make 3 type	P-P Voltage of each breaker			P-N Voltage each breaker			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether breakers are loaded/under 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						

Assessment of Transformer if any (Report to be submitted as per following format)

No of Transformers	Capacity of each Transformer 1 Rating 2 make 3 type	P-P Voltage of each Transformers			P-N Voltage each Transformers			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether transformers loaded/under 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						

Assessment of Elevator if any (Report to be submitted as per following format).

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

यूको बैंक, सामान्य प्रशासन विभाग, अचल कार्यालय, हिमलैड होटल परिसर, सर्कुलर रोड, शिमला-171001

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Assessment of Pump (Report to be submitted as per following format)

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 insulations	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement if any			
		R	Y	B	R	Y	B	R	Y	B	KW	A	No	Capacity (KW)	Voltage	Current	Condition of motors								

Assessment of Earthing system (Report to be submitted as per following format).

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			

Assessment of lighting protection system (Report to be submitted as per following format)

Sl.No	Heads	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			

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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			

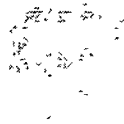
Assessment of Diesel Generating Set (Report to be submitted as per following format):

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 of 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/under loaded and extent 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						

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ANNEXURE-III

PART-II (PRICE BID) FOR ELECTRICAL AUDIT AT UCO BANK'S BRANCHES LOCATED IN HIMACHAL PRADESH

(A) Charges for PER Job (Per Branch) Rs.....
(B) Cumulative charges for 115 Branches Rs.....
(C) Charges for Zonal Office SHIMLA Rs.....

(D) Gross Total (B+C) Rs.....

(Rupees in word.....)

(GST to be paid extra at applicable rate (Please specify)

Signature of Bidder with company seal