



Tender No: ZO/HYDE/SECY/12.5.2022

TENDER DOCUMENT

FOR

**EMPANELMENT OF VENDORS FOR CONDUCTING ELECTRICAL
SAFETY AUDIT UNDER RATE CONTRACT AT THE BRANCHES
AND OFFICES OF HYDERABAD ZONE**



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NOTICE INVITING TENDER

Tender No: ZO/HYDE/SECY/12.5.2022

Central Bank of India, a body corporate constituted in India under the Banking Companies (Requisition and Transfer of Undertaking) Act 1970 having its Head Office at Chander Mukhi, Nariman Point, Mumbai - 400021 hereinafter called "Bank" invites sealed tenders from eligible bidders for the **Empanelment of Vendors for Conducting Electrical Safety Audit Under Rate Contract at the Branches and Offices of Hyderabad Zone**. For complete description of the requirement, please refer to the tender document.

Tendering shall be conducted in accordance with Open Tender procedures of the Bank. Technical and Financial bids has to be submitted in separate envelopes by the bidder. Prospective bidders must take note of the qualification requirements as specified in the tender document. Technical eligibility criteria are elaborated in Annexure I of tender document. Bids must be accompanied by Earnest Money Deposit (EMD) of Rs.14,000/- as Demand Draft in favour of Central Bank of India payable at Hyderabad. EMD shall be submitted in Technical Bid Envelope. Any tender not accompanied with the EMD shall be rejected. Tender document can be downloaded from our website www.centralbankofindia.co.in/en/active-tender

Important Dates:

Date of commencement of tender	12 May 2022
Last Date and Time for submission of bids at below address	26 May 2022 at 3:00 PM
Time and Date of Opening of Technical bids	26 May 2022 at 3:30 PM
Time and Date of Opening of Financial bids	1 Jun 2022 at 3:30 PM or as intimated to bidders qualified in technical bid

Tender offers will be opened as per the schedule mentioned above at the address mentioned below in the presence of the bidders' representatives who choose to attend the opening of tender. Technical specifications, Terms and Conditions, and various formats for submitting the tender offer are described in the tender document. Further "Addendum" (if any) shall be issued on Bank's website only and bidder has to refer the same before final submission of the Tender. For any clarifications, contact below email id.

The Bank is not bound to accept any particular tender received in response to this invitation and reserves the right to reject all tenders and cancel the tendering process at any time without any liability to any party whatsoever.

**Zonal Head
Zonal Office, Central Bank of India,
Bank Street, Koti, Hyderabad-500 001
Telangana**

**Ph: 040-23468911 to 917-extn-4304
email: securityhydezo@centralbank.co.in**



Central Bank of India, a body corporate constituted in India under the Banking Companies (Requisition and Transfer of Undertaking) Act 1970 having its Head Office at Chander Mukhi, Nariman Point, Mumbai - 400021 hereinafter called "Bank" invites sealed tenders from eligible bidders for the **Empanelment of Vendors for Conducting Electrical Safety Audit Under Rate Contract at the Branches and Offices of Hyderabad Zone.**

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EMD as Demand Draft	Rs. 14,000/-
Number of Copies of Tender to be submitted	One

GENERAL INSTRUCTIONS

- Read and understand whole tender document carefully before filling the bid.
- Each page of the Tender Document including Addendum, if any, should be signed by authorized signatory and stamped before submitting bid document. All the supporting documents submitted along with the tender document also shall be signed by the authorized signatory.
- Over writing/corrections should be attested with initials. In case the corrections / alteration are not properly authenticated, the offer will be rejected
- The Financial Bid shall be on a fixed rate basis and no escalation would be applicable during duration of contract i.e., three years, further only rates of conducting Electrical Safety Audit is being contracted and quantity (number of Branches/offices) is based on the requirement of the Bank.
- Bidders are advised to familiarize with the location of Branches & Offices of the Bank and the condition of existing electrical equipment and system. Request for visiting Branches/Offices may be submitted to email mentioned in NIT.

GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITIONS

1.1 SCC means the Special Conditions of Contract

1.2 Purchaser means the department/ office of the Bank purchasing the Goods, as named in NIT.

1.3 Supplier/Vendor/Agency/Contractor/Service Provider means the individual or firm supplying the Goods and Services under this Contract

1.4 Bank means Central Bank of India.

2.0 AWARD OF TENDER

2.1 L-1/lowest bidder will be decided on the lowest rate per Branch/Office.

2.2. The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios amongst L1 and L2 service providers respectively, provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case the L2 service provider is not willing to match L1 rates, the entire quantity will be awarded to L1. However decision as to split the work (or not) shall be at the sole discretion of the Bank. Allocation of branches/offices/Regions to L1 & L2 service providers is at the sole discretion of the Bank.

2.0 EMD & SECURITY DEPOSIT

2.1 An EMD of Rs 14,000/- (Rs. Fourteen Thousand only) shall be submitted with the offer. This EMD shall carry no interest and shall be retained by the bank. EMDs of bidders other than L1 & L2 bidders will be returned after finalization of the contract. EMD of L2 bidder will be returned if not agreeing to match L1 rates after finalization of the contract.

2.2 The EMD may be forfeited:

(a) If a Bidder

(i) Withdraws its tender during the period of tender validity; or

(ii) Does not accept the correction of arithmetic errors

(b) In case of a successful Bidder, if the Bidder fails to sign the Contract

2.3 EMD of the vendor who enters into contract with the Bank will be retained as security deposit till the end of the contract. No interest is payable on the security deposit.

2.4 The Security Deposit, either in whole or in part thereof, shall be forfeited in the event of the Agency's failure to observe any terms of this tender document or subsequent agreement /

or noncompliance with the conditions of the contract or refusal to do the work after issuance of work order.

2.5 Earnest Money Deposit is exempted for the Applicants registered with National Small Industries Corporation Ltd (NSIC), with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender in the Technical bid. (However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.)

3.0 TERMS OF EXECUTION OF WORK, PERIOD OF VALIDITY AND RENEWAL OF CONTRACT

3.1 If at any point of time, vendor is found to be rendering inferior services not confirming the prescribed Technical Specification and unsatisfactory services in terms of the provisions of the tender, Bank shall initiate steps for blacklisting of firm with information to all PSU Banks /RBI / IBA.

3.2 The rate contract shall be for a period of three years which will be reviewed yearly based on the performance and it will be at the sole discretion of the Bank, unless terminated by the Bank at its own convenience by giving a prior notice of 30 days in writing to the firms without assigning any reason(s) and without any cost(s) or compensation therefore

3.3 The Contract may be renewed further for not more than a year at a time with mutual consent of both parties under same terms & conditions and a maximum of 5% (of rate established in tender) increase in rates per year on expiry of 3 years.

4.0 FALL CLAUSE

4.1 At any point of time if it is observed that the vendor is providing same services of Conducting Electrical Safety Audit to other Regions/Zones of the Bank at a lower rates than offered to Central Bank of India, Zonal Office, Hyderabad, then the vendor shall have to compensate the Central Bank of India by paying the difference amount and downward revise the rate of respective services with immediate effect.

5.0 SUBMISSION AND WITHDRAWAL OF TENDER DOCUMENTS

5.1 The tender shall be processed in two bid system. First “Technical bid” and the second “Financial bid”. The Technical Bid and Financial bid should be sealed in separate envelopes and the envelopes should be super-scribed with “Technical Bid for Empanelment of Vendors for Conducting Electrical Safety Audit Under Rate Contract at the Branches and Offices of Hyderabad Zone, Central Bank of India” and “Financial Bid for Empanelment of Vendors for Conducting Electrical Safety Audit Under Rate Contract at the Branches and Offices of Hyderabad Zone, Central Bank of India” respectively. Both the envelopes must be kept and

sealed in a third envelop super-scribed as “Tender for Empanelment of Vendors for Conducting Electrical Safety Audit Under Rate Contract at the Branches and Offices of Hyderabad Zone, Central Bank of India”. **If Financial Bid is not submitted in separate sealed envelope the Tender will be rejected. EMD shall be submitted in Technical Bid Envelope.** Any tender not accompanied with the EMD shall be rejected.

5.2 Tenders may be withdrawn before the time and date of opening of Technical Bids without any charges.

6.0 TECHNICAL BID

6.1 The Technical Bid envelope should contain following:-

- a) Earnest Money Deposit as DD in favour of Central Bank of India payable at Hyderabad
- b) Technical eligibility in prescribed format with all supporting documents (numbered as per serial number against which they are submitted) mentioned against each serial number (Annexure-I).
- c) Offer Letter in vendor's letter head (Annexure-II).
- d) Bidders Information (Annexure-III)

7.0 FINANCIAL BID

7.1 Financial bid envelope should contain only Annexure V. Financial bid has to be submitted by the bidder duly signed and stamped strictly as per the format in Annexure V.

8.0 VALIDITY PERIOD OF THE OFFER

8.1 The offer should remain valid for 90 days from the date of opening of Technical Bid.

9.0 OPENING OF BIDS

9.1 Financial Bids of only the bidders who qualified in Technical Bid will be opened.

9.2 Bank reserves the right to reject a tender under any of the following circumstances:-

- (i) If EMD as specified is not provided.
- (ii) If Tender Documents are incomplete and /or not accompanied by all supporting documents.
- (iii) If any of the terms and conditions and mandatory declarations are not accepted.
- (iv) If the bidder have been blacklisted from any bank/financial institutions/RBI.

10.0 NO COMMITMENT TO ACCEPT ANY TENDER

10.1 The Bank shall be under no obligation to accept the lowest or any other offer received in

response to this tender and shall be entitled to reject any or all offers at any stage without assigning any reasons whatsoever.

11.0 PAYMENT TERMS

11.1 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to the delivery clause, and upon fulfillment of other obligations stipulated in the contract. Detailed payment terms are elaborated in SCC.

12.0 STANDARDS

12.1 The services supplied under this Contract shall conform to the standards mentioned in the SCC and when no applicable standard is mentioned; to the authoritative standard appropriate to the Goods and Services in the country of origin and such standards shall be the latest issued by the concerned institution. In India, the official standard shall be as prescribed by the Bureau of Indian Standards.

13.0 WARRANTY

13.1 The Supplier warrants that the any Goods supplied under the Contract are new, unused, of the most recent or current models. The Supplier further warrants that all Goods supplied under the Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the usage conditions prevailing in India. This warranty shall remain valid for **12 months** after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.

14.0 CHANGE ORDER

14.1 The Purchaser may at any time, by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following: (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; (b) the method of shipping or packing; (c) the place of delivery; and/or (d) the Services to be provided by the Supplier.

14.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

15.0 AGREEMENT

15.1 The service provider shall be required to enter into an agreement with bank, based on

terms and conditions mentioned in the tender document within 15 days of issuance of acceptance order of tender.

16.0 TERMINATION FOR INSOLVENCY

16.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

17.0. FORCE MAJEURE

17.1 Notwithstanding the provisions of Clauses on Delays, Liquidated Damages and Termination for Default, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier 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.

18.0 TERMINATION FOR CONVENIENCE

18.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

19.0 LAW, JURISDICTION AND DISPUTE RESOLUTION

19.1 The provisions of this Agreement shall be governed by and, construed in accordance with the Indian law and the courts in Hyderabad (Zonal Headquarter) shall have the exclusive jurisdiction to deal with any issue arising out of this Agreement.

20.0 ARBITRATION

20.1 Bank and the successful bidder shall make every effort to resolve amicably, by direct

informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after 30 days from the commencement of such informal negotiations, Bank and the successful bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

20.2 The dispute, controversy or claims arising out of or in connection with the Agreement shall be referred to sole arbitrator to be appointed by bank. Bank shall suggest two names of the arbitrators, out of which the vendor can select one.

20.3 The place of arbitration shall be at Hyderabad (Zonal Headquarter)

20.4 The arbitral procedure shall be conducted in the English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law.

20.5 The award of the arbitrator shall be final and conclusive and binding upon the parties, and the parties shall be entitled (but not obliged) to enter judgment thereon in any one or more of the highest courts having jurisdiction. The parties further agree that such enforcement shall be subject to the provisions of the Indian Arbitration and Conciliation Act, 1996 and neither Party shall seek to resist the enforcement of any award in India on the basis that award is not subject to such provisions.

20.6 The rights and obligations of the parties under or pursuant to this Clause, including the arbitration agreement in this clause, shall be under the exclusive jurisdiction of the courts located at Hyderabad (Zonal Headquarter).

21.0 AUDIT

21.1 Zonal Office, Central Bank of India reserves the right to conduct an audit / ongoing audit of the services provided by the successful bidder.

22.0 VICARIOUS LIABILITY

22.1 The Vendor shall be the principal employer of the employees, agents, contractors, subcontractors, etc., if any, engaged by the vendor and shall be vicariously liable for all the acts, deeds, matters or things, whether the same is within the scope of power or outside the scope of power, vested under the contract. No right of any employment in the Bank shall accrue or arise, by virtue of engagement of employees, agents, contractors, subcontractors etc., by the vendor for any assignment under the contract.

All remuneration, claims, wages dues etc., of such employees, agents, contractors, subcontractors etc. of the Vendor shall be paid by the Vendor alone and the Bank shall not

have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of the Vendor's employees , agents, contractors, subcontractors etc. The Vendor shall agree to hold the Bank, its successors, assigns and administrators fully indemnified, and harmless against loss or liability, claims, actions or proceedings, if any, whatsoever nature that may arise or caused to the Bank through the action of Vendor's employees, agents, contractors, subcontractors, etc.

24.0 PENALTY CLAUSE

24.1 Delay in providing service or supply will attract penalty and the decision to further continue/ discontinue the contract with the service provider lies fully with the Bank.

25.0 INDEMNITY BOND

25.1 Contractor shall sign an Indemnity Bond in Bank's approved format before starting the work, indemnifying the Bank from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, non-fulfilling safety precautions, faulty construction and for violating any statutory rules and regulations for which the contractor shall be solely responsible.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is conflict, the provisions herein shall prevail over those in GCC.

1. All the equipment/instruments required for carrying out the Electrical Safety Audit will have to be provided by the firm. The firm shall have the following minimum equipment/instruments for Electrical Safety Audit:
 - a. Three Phase Power Analyzer
 - b. Thermal Image Camera
 - c. Earth Tester
 - d. Megger
2. The minimum educational qualification of Electrical Safety Auditor who shall visit the Branches/Offices for inspection shall be a Diploma in Electrical Engineering. BEE certification by Ministry of Energy and Power and Bachelor Degree in Electrical Engineering is desirable.
3. The firm should inform the Bank Manager/Office In-Charge of upcoming Audit visit one day in advance. Audit visits shall be avoided in the last three working days of the month. The costs of all visits by the Auditor to the Branches/Offices have to be borne by the service provider. All such visits have to be made in the working hours of the Branch/Office.
4. The list of Branches and Offices given in Appendix VI is indicative only and is not exhaustive. The contract will cover all existing and future premises of the Bank under Hyderabad Zonal Office at the discretion of the Bank.
5. All Electrical Safety Audit Reports, Compiled Report of all Branches/ Offices about Points for Rectification and Diagrams has to be submitted in duplicate to respective Regional Office. Also, the soft copy (editable and PDF) of these has to be submitted.
6. All reports shall be in printed / typed format. Hand written copies or photocopies are not acceptable.
7. All ATMs grouped to the Branch irrespective of whether ONSITE or OFFSITE shall be considered as part of the Branch and as such Electrical Safety Audit has to be conducted in the ATM premises also and the rate quoted per Branch should include ATMs. Currently, there are about 250 ATMs in the Zone and the number often varies.
8. The Work Orders for conducting Electrical Safety Audit in a Region will be issued by respective Regional Office
9. The terms of payment are as under:-
 - a) No advance payment against work order.
 - b) Payment will be made by respective Regional Office against submission of Invoice along with Audit Reports, documents as prescribed in scope of work and certificate from Branch Manager / Office In-Charge (annexure IX).
 - c) Deduction of TDS will be as per rules.

10. The service provider shall be bound by all applicable laws of the state in which work is undertaken and shall comply with all laws, ordinances, rules, regulations, bye-laws, decrees and orders whether of Government or other authority or agency having jurisdiction. Service provider shall be responsible for obtaining and maintaining all licenses, permits, clearances, certifications and authorizations which are necessary for the performance of his obligation under scope of work as mentioned in tender document.
11. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment. The equipment supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.
12. Any damage to the Bank's property, equipment under testing and measurement during the electrical fire safety audit will be charged to the service provider
13. During the course of evaluation of bids, if Bank requires any documentary evidence required for evaluation, the same shall be intimated and bidder is expected to submit within reasonable time period. In case the documentary evidence could not be submitted within stipulated time period, Bank may discard the proposal submitted by the Bidder.
14. Technical eligibility criteria is elaborated in Annexure I.
15. All relevant Environment, Health and Safety precautions are to be taken by the bidder / electrical auditor while executing the audit work at all locations. The bidder shall be responsible for any injuries to the work or workmen, to persons, animals or things and for all damages to the structural and /or decorative part of property which may arise from the operations or negligence of himself / their employees.
16. Number of days within which the work has to be completed will be specified in the work order that shall be issued by respective Regional Office under the rate contract. Indicative period for work completion is 15 days for 1 to 10 Branches/Offices and 45 days for 11 to 65 Branches/Offices under a Region.
17. Delay in providing service or supply will attract penalty of Rs.500 per day of delay and in a month, up to a maximum amount equivalent to the security deposit. In case of further delay, the decision to further continue/ discontinue the contract with the service provider lies fully with the Bank.
18. Submission of Consolidated Report on works to be undertaken for compliance, estimation of works & preparation of detailed BoQ to be included in this report is an important part of the Electrical Safety Audit. Also, the work contract for compliance shall not be awarded to the firm which conducted Electrical safety Audit or its associates.

OBJECTIVE OF ELECTRICAL SAFETY AUDIT

The objective of conducting Electrical safety is to review the condition of the existing electrical installation and to recommend measures for further strengthening the system in order to eliminate the electrical/fire hazards and to improve the safety of the personnel and Bank's assets.

The audit shall mainly focus on:

1. Identifying the potential electrical/fire hazards
2. Providing safe working environment
3. Avoiding loss of human life and Bank's properties
4. Ensuring the compliance with relevant codes and practice, statutory rules and regulations

SCOPE OF ELECTRICAL SAFETY AUDIT

1. Physical inspection of Branches/offices/premises of to verify statutory compliance to Central Electricity Authority Regulation 2010, Indian Electricity Rules 1956, National Building Code 2005 & amendments up to date of these rules/regulations and relevant rules of the State Government where the Branch/Office is located.
2. Physical inspection of all electrical panels, distribution boards and electrical network to identify electrical hazards like shock, fire, explosion, overloading etc. and recommend electrical safety solutions. Identification of naked wires, joints, loose hanging wires, cables not dressed properly, inadequacy of installation (glands, lugs, armored cables, cable entry sealing), broken switches, sockets etc.
3. Inspection of protection devices in upstream and downstream switchgears and their settings to ensure that the same are in the desired graded manner and designed as per the requirements of existing standards including setting/adequacy of ELCB and their ratings for earth leakage protection.
4. To identify overloading by carrying out current measurements and compare it to cable current carrying capacity.
5. Inspect earth pit system and its maintenance based on IS 3043. Carry out earth resistance testing. Verify continuity of earth strip/conductor from the earth pit to the earth terminal of the electrical equipment.
6. Assessment of total connected load and collection of data. Identify unbalanced electrical loads.
7. Identify Hot Spots in the electrical System with Thermal Imaging Camera.
8. Calculation of specific energy consumption.
9. Actual measurements and observation of electrical parameters.
10. Based on all above analysis, identify gaps in electrical safety measures, project anticipated risk and recommend the measures for mitigation of these risks.
11. Submission of Electrical Safety Audit Report in the prescribed format (Annexure VII).
12. Submission of SLD (Single Line Diagram) of electrical system of the Branch/Office along with the Electrical Safety Audit Report.
13. Submission of Consolidated Report of all Branches/ Offices, Points for Rectification with the Electrical Safety Audit Report in the prescribed format (Annexure VIII).

TECHNICAL ELIGIBILITY CRITERIA

The mandatory requirements from bidders are as follows:

SI No.	Eligibility Criteria	Documents Required
1.	The bidder should have an office in the state of Andhra Pradesh or Telangana or Karnataka.	Any one Proof of Address like Registration Certificate, Electricity Bill, Telephone Bill etc.
2.	The bidder should have minimum 5 years of experience in the field Electrical Safety Audit	Relevant order copies
3.	The bidder must have an average annual turnover of at least Rs. 5 lakhs during any three of last five years.	Audited balance sheets of minimum 3 years, not older than 5 years
4.	The bidder must have experience of carrying out at least one contract of Electrical Safety Audit in Banks, Financial Institutions, Retail Chains or similar institutions across a minimum of 50 Branches. Work Orders for Electrical safety Audit at several sites from State/Central Electricity Boards/Distribution Companies will be given due consideration	Relevant Work Order
5.	The firm must be a registered company or firm in India and shall be in the business in India from the last 5 years. The company/ firm/bidder should have valid GST No., and should be registered under all applicable statutory legislations of the land such as Acts relating to Income Tax, Contract Labour, EPF, ESI etc. as applicable.	Registration Certificates as applicable

All supporting documents should be numbered as per the serial number above against which they are submitted

(To be typed on the Service providers letter head)

OFFER LETTER

Letter No.

Date:

To,

**The Zonal Head
Central Bank of India
Zonal Office
Hyderabad, Telangana- 500 001.**

Ref: Tender Notice No: ZO/HYDE/SECY/12.5.2022 of Central Bank of India

Dear Madam/Sir,

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for Empanelment of Vendors for Conducting Electrical Safety Audit under Rate Contract at the Branches and Offices of Hyderabad Zone as mentioned in your above referred tender notice.

I/We am/are aware that in the event of getting a contract, I/We agree to honor the obligation with due diligence and efficiency as required by the Central Bank of India.

We confirm that we have not been disqualified / blacklisted by any Govt. Deptt. / RBI / Bank/ Financial Services or any other organization for Conducting Electrical Safety Audit. We also agree that in case any poor performance report is received from any of our clients our Bid will be rejected / disqualified.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form. We also confirm that the offer shall remain valid for 90 days from the date of opening of Technical bid. We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

We certify that (Name of Agency) is not owned or controlled by any Director or serving Officer/Employees of Central Bank of India or their relatives having the same meaning as assigned under section 6 of the Companies Act, 1956

.

I/We agree to all the terms and conditions of the Tender Documents.

Yours faithfully,

Authorised Signatories
(Name & Designation, seal of the firm)

E-Mail address.

Contact No.

BIDDER'S INFORMATION

1. Name of Company
2. Office Address with Telephone & Fax Nos.
3. Year of Establishment
4. No. of years in business/service of Electrical Safety Audit
5. Status of the service provider (Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership service provider / Proprietorship service provider)
6. Name of Directors / Partners / Proprietor

Authorised Signatory

(Name & Designation, seal of the service provider)

Date:-

Place:-

DRAFT ARTICLES OF AGREEMENT

(Bank reserves the right to further modify/revise/change the content of the agreement)

ARTICLES OF AGREEMENT made on the day of..... Between **Central Bank of India**, a body Corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970, having its Head Office at Chandermukhi, Nariman Point, Mumbai having **Zonal Office at Bank Street, Koti, Hyderabad-500 001** (hereinafter called "the Bank") of the one part and (Hereinafter called "the Contractor") of the other part.

WHEREAS the Bank is desirous of taking up the 'Empanelment of Vendors for Conducting Electrical Safety Audit under Rate Contract at the Branches and Offices of Hyderabad Zone'

WHEREAS the Bank had floated the Tender No: ZO/HYDE/SECY/12.5.2022 inviting sealed tenders from eligible bidders for Empanelment of Vendors for Conducting Electrical Safety Audit under Rate Contract at the Branches and Offices of Hyderabad Zone.

WHEREAS in response to the aforesaid Notice Inviting Tender, Bank had inter alia received sealed quotation No. _____ dated _____ from the Contractor. After scrutiny, evaluation and comparison of the offers received by the Bank and based upon the offer dated _____ of the service provider submitted, the Bank has accepted the offer and issued Sanction Letter No. _____ Dated _____.

AND WHEREAS the Contractor has agreed to execute, subject to the conditions set forth herein and in the correspondence attached hereto and to the Conditions set forth in the Special Conditions of the Contract and General Conditions of the Contract (all of which are collectively herein after referred to as "the said Conditions") the works described in the said Specifications and included in the said Financial Bid Form at the respective rates therein set forth amounting to the sum as therein arrived or such other sum as shall become payable there under (herein after referred to as "the said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. In consideration herein mentioned the Contractor will, subject to the conditions annexed, carry out the work shown in the Contract.
2. The Bank shall pay the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the same manner specified in the said Conditions.
3. The said conditions and Annexure thereto and the correspondence attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and the correspondence and perform the agreements on their part respectively in the said Conditions and the correspondence contained.

4. The plan, agreement and documents mentioned herein shall form the basis of this contract.
5. The Bank reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract.
6. Time shall be considered as the essence of this Contract and the Contractor is required to conduct maintenance activities, Supply and Installation as per the schedule mentioned in Special Conditions of the Contract.
7. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
8. This agreement shall/ be deemed to have come into effect from w.e.f

For the Bank

For Central Bank of India
For & on behalf of Regional Office,

For the Contractor

For & on behalf of

Name :

Designation :

Date :

Name :

Designation :

Date :

**FINANCIAL BID FOR EMPANELMENT OF VENDORS FOR CONDUCTING
ELECTRICAL SAFETY AUDIT UNDER RATE CONTRACT AT THE BRANCHES
AND OFFICES OF HYDERABAD ZONE**

1. All quoted rates should be exclusive of GST. GST is payable additionally as per prevailing rules during payment.
2. The entire premise of the Bank at Bank Street, Koti, Hyderabad will be considered as one unit, the rate to be paid for conducting Electrical Safety Audit of this entire premise including all Branches/Offices as in Table No. 1.2 of Annexure VI shall be 10 times of the rate per Branch/Office quoted below.

Description of Work	Rate Per Branch/Office (Rs.)
Conducting Electrical Safety Audit at Branches/Offices of Hyderabad Zone	In Numbers:
	In Words:

Authorized Signatory

(Name & Designation, Seal of the Service Provider)

Date:

Place:

INDICATIVE LIST OF BRANCHES AND OFFICES IN HYDERABAD ZONE:**1. HYDERABAD REGION**

Table No. 1.1

Sl.No.	BRANCH
1	A.S.RAO NAGAR
2	ALIABAD
3	ATTAPUR
4	BALA NAGAR
5	BANJARA HILLS
6	BATASINGARAM
7	BEGUM BAZAR
8	BEGUMPET
9	BOLARAM
10	CHARMINAR
11	EAST MARREDPALLY
12	FATEH MAIDAN
13	GACHIBOWLI
14	GADDIANNARAM
15	GOLCONDA FORT
16	GUDIMALKAPURAM
17	HIMAYATNAGAR
18	ITKYAL
19	JUBILEE HILLS
20	KALYAN NAGAR
21	KHAIRATABAD
22	KOMPALLY
23	KUKATPALLY
24	MAHABOOB NAGAR
25	MALKAJGIRI
26	MALLAPUR
27	MIYAPUR
28	MOHAN NAGAR
29	MONDA
30	MUDUCHINTALAPALLY
31	MUSHIRABAD
32	NAARM
33	NAMPALLY
34	NOORKHAN BAZAR
35	PATANCHERU

36	RAMACHANDRAPURAM
37	RANIGANJ
38	REIN BAZAR
39	SANGAREDDY
40	SECUNDERABAD
41	SEETHAPHALMANDI
42	SHAMSHABAD
43	SHIVAM ROAD
44	SPECIALIZED NRI BRANCH
45	SUNDAR NAGAR
46	TRIMULGHERRY
47	TULASI NAGAR COLONY
48	UNDIAL
49	UPPAL
50	VANASTHALIPURAM
51	VARIDYAL
52	VIKARABAD
53	VINAYNAGAR BRANCH
54	ZAHEERABAD

Table No. 1.2

Sl.No.	BRANCHES/OFFICES AT BANK'S PREMISE AT BANK STREET, KOTI, HYDERABAD
1	HYDERABAD BRANCH
2	CORPORATE FINANCE BRANCH
3	SERVICES SUPPORT BRANCH
4	CURRENCY CHEST
5	CENTRE FOR LEARNING AND DEVELOPMENT
6	ZONAL AUDIT OFFICE
7	SAMV
8	REGIONAL OFFICE
9	ZONAL OFFICE
10	MISCELLANEOUS OFFICES IN 2 ND & 3 RD FLOORS OF OFFICE BUILDING COMPLEX

2. WARANGAL REGION

Table No. 2.1

Sl.No.	OFFICE
1	REGIONAL OFFICE

Table No. 2.2

Sl.No.	BRANCH
1	ADILABAD
2	BACHANNAPET
3	BHADRACHALAM
4	BHONGIR
5	CHADA
6	CHALLUR
7	DESHMUKHI
8	EDULAPURAM
9	G. PEDDAPUR
10	HANAMKONDA
11	JAGTIAL
12	KALVAKUNTA
13	KAMAREDDY
14	KANCHANPALLY
15	KARIMNAGAR
16	KHAMMAM
17	KODAD
18	KOTHAGUDEM
19	MADHIRA
20	MALLEPALLY
21	MAMIDALA
22	MANCHERIAL
23	MARRIGUDA
24	METPALLY
25	MIRYALAGUDA
26	NAKKALAGUTTA
27	NALGONDA
28	NARSAMPET
29	NIDAMANOOR
30	NIZAMABAD
31	RAIPOLE
32	RAMAYANPET
33	SIDDIPET
34	SREE LAKSHMI NARASIMHA SWA DEV
35	SURYAPET
36	WARANGAL
37	YADAGIRIGUTTA
38	YELDURTHY

3. VISAKHAPATNAM REGION

Table No. 3.1

Sl.No.	OFFICE
1	REGIONAL OFFICE

Table No. 3.2

Sl.No.	BRANCH
1	AMALAPURAM
2	ANAKAPALLI
3	ANNAVARAM
4	B S LAYOUT
5	BOBBILI
6	DOWLESWARAM
7	DWARAKA NAGAR
8	GAJUWAKA
9	GANDHIGRAM
10	GARIVIDI
11	GOWRAMPET
12	INDRAPALEM
13	KAKINADA
14	KATERU
15	MADHURAWADA
16	MANDAPETA
17	NARSIPATNAM
18	PALASA
19	PARVATHIPURAM
20	PEDDAPURAM
21	PITHAPURAM
22	PONDURU
23	RAJAHMUNDY (INCLUDING CURRENCY CHEST)
24	RAJAM
25	ROUTHULAPUDI
26	SABBAVARAM
27	SAMALKOT
28	SARPAVARAM JN
29	SRIKAKULAM
30	SUJATHA NAGAR
31	SURYABAGH
32	THOTAPALEM
33	TIMMAPURAM
34	TUNI
35	VALASAPAKALA
36	VIJAYANAGAR COLONY
37	VISAKHAPATNAM (INCLUDING CURRENCY

	CHEST)
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4. VIJAYAWADA REGION

Table No. 4.1

Sl.No.	OFFICE
1	REGIONAL OFFICE

Table No. 4.2

Sl.No.	BRANCH
1	ALLURU
2	ARDHAVARAM
3	ATTILI
4	BENZ CIRCLE (INCLUDING CURRENCY CHEST)
5	BHAVANIPURAM
6	BHIMAVARAM
7	CHILAKALAPUDI
8	CHINANINDRAKOLANU
9	ELURU
10	GANGINENI
11	GKONDURU
12	GOLLAPUDI
13	GOVERNORPET
14	GUDIVADA
15	GUNDUGOLANU
16	JAGGAYYAPET
17	JANGAREDDYGUDEM
18	KANCHIKACHERLA
19	KANKIPADU
20	KESARAPALLI
21	KOVVUR
22	LBR COLLEGE
23	MANGO MARKET
24	MANIKONDA
25	MANTADA
26	MUSTABAD
27	MYLAVARAM
28	NANDIGAMA
29	NARSAPUR
30	PALAKOLE
31	PEDAMIRAM
32	POTHAVARAM
33	PYDIPARRU
34	SATYAWADA
35	SIDDARTHA NAGAR

36	TADEPALLIGUDEM
37	TANUKU
38	VIJAYAWADA

5. GUNTUR REGION

Table No. 5.1

Sl.No.	OFFICE
1	REGIONAL OFFICE

Table No. 5.2

Sl.No.	BRANCH
1	ADDANKI
2	ADONI
3	ANANTPUR
4	ATCHAMPET
5	BANDIATMAKUR
6	BV NAGAR
7	CHEDALAWADA
8	CHILAKALURIPET
9	CHIRALA
10	CHITTOOR
11	CUDDAPAH
12	DHARANIKOTA
13	DHARMAVARAM
14	EDLAPALLI
15	EKAMBARAKUPPAM
16	GANAPAVARAM
17	GORANTLA
18	GOTTIPADU
19	GUNTUR
20	KANDLAKUNTA
21	KANDUKURU
22	KAVALI
23	KOLLIPARA
24	KROSUR
25	KUNCHANAPALLY
26	KURNOOL
27	LAXMIPURAM
28	MADANUR
29	MANDADAM
30	MANGALAGIRI
31	MUPPALA
32	NANDIKOTKUR
33	NANDYALA
34	NARASARAOPET

35	NELLORE
36	ONGOLE
37	OSMANIA COLLEGE
38	PAKALA
39	PHANIDAM
40	PIDUGURALLA
41	PRODDATUR
42	QIS COLLEGE, KURNOOL ROAD
43	REPALLE
44	TENALI
45	THULLURU
46	TIRUMALA
47	TIRUPATI
48	TUMULURU
49	VELLALACHERUVU
50	VEMURU
51	VINUKONDA
52	VSR COLLEGE, TENALI

6. BANGALORE REGION

Table No. 6.1

Sl.No.	OFFICE
1	REGIONAL OFFICE & CFB

Table No. 6.2

Sl.No.	BRANCH
1	AVENUE ROAD,.
2	B.T.M. LAYOUT,
3	BANGALORE CITY
4	BASAVANGUDI,
5	BRIGADE ROAD,
6	HOSAKOTE
7	HSR LAYOUT
8	INDIRA NAGAR
9	JAYANAGAR EXTENSION,
10	KADUGODI
11	KAMALANAGAR EXTN.
12	KATRIGUPPA,
13	KORAMANGALA EXTN.
14	MALLESWARAM
15	MYSORE
16	PEENYA IND.AREA,
17	RAJAJINAGAR,
18	SARAKKI LAYOUT,

19	SESHADRI ROAD
20	BANGALORE CANTT.
21	CENTRAL SILK BOARD
22	DATTAGALLI
23	HALAGUR
24	HESARAGHATTA
25	IISC
26	J C ROAD
27	JANGAMKOTE
28	JARAGANAHALLI
29	MILLERS ROAD (INCLUDING CURRENCY CHEST)
30	NANJANGUD
31	R T NAGAR
32	RAJMAHAL VILAS EXTN
33	RAMAMURTHY NAGAR
34	VIJAY NAGAR
35	YALAHANKA
36	ABBIGERE,
37	ALKAPUR
38	ARASIKERE
39	BANNERGHATTA ROAD
40	BELUR
41	CHAMARAJANAGARA
42	CHIK MANGALORE
43	CHIKKA BALLAPUR
44	CSR AND TI MYSORE
45	HASSAN
46	IIHR HESARAGATTA
47	KANAKPURA
48	KODAGARAHALLI
49	KODIGEHALI
50	KOLAR
51	KUSHALNAGAR
52	LOKKANDAHALLI
53	MADIKERE
54	MANDYA
55	NAGARBHAVI
56	RAJAGHATTA
57	RAJARAJESHWARINAGAR
58	RAMANAGARA
59	SOPHIA HIGH SCHOOL
60	SUBRAMANYAPURA
61	TUMKUR
62	WIDIA INDIA LTD

7. HUBLI REGION

Table No. 7.1

Sl.No.	OFFICE
1	REGIONAL OFFICE

Table No. 7.2

Sl.No.	BRANCH
1	ALAND
2	ALNAVAR
3	BELGAUM
4	BELLARY
5	BIDAR
6	BIJAPUR
7	CHITRADURGA
8	DANDELI
9	DAVANGERE
10	DHARWAD
11	GADAG
12	GANGAVATHI
13	GOKAK
14	GULBARGA
15	GUTTAL
16	HAVERI
17	HKE SOCIETY ENGG COL CAMP RAICHUR
18	HONAVAR
19	HOSPET
20	HUBLI-DHARWAD (INCLUDING CURRENCY CHEST)
21	ITAGIHAL
22	JAMKHANDI
23	KALGHATGI
24	KAPRIGUDAMANGALORE
25	KARKALA
26	KARWAR
27	KEREKALMATTI
28	KINNIMULKI
29	KOPPAL
30	MANGALORE
31	MUDHOL
32	MUNAVALLI- BELGAUM
33	NAREGAL
34	NAVANAGAR- BAGALKOT
35	PUTTUR
36	RAICHUR

37	RANEBENNUR
38	SALOTGI
39	SHAHPUR
40	SHIMOGA
41	SIRSI
42	SIRWAR
43	TANGADAGI
44	UGAR KHURD
45	YADGIR

FORMAT OF ELECTRICAL SAFETY AUDIT REPORT

Note: While filling the format, all corrective action advises/ abnormality/hazards etc. observed should be in **BOLD** font and these should also be included in the “Consolidated Report of all Branches/ Offices, Points for Rectification”

S.No.	Description	Details	Remarks
1	Branch/Office Name		
2	Date of inspection		
3	Is the ATMs attached to the branch inspected?	YES / NO	
4	Total power load sanction available to the Branch from concerned electricity supplier. Is the branch having a 3-Phase connection or Single Phase connection?	Three phase /Single phase	If three phase- Current R phase Current Y phase Current B Phase
5	Total connected load of the premises		
6	Existing maximum power demand of the premises		
7	Whether enhancement of power load is required? If yes, advise measures to be undertaken	YES/NO	
8	Whether existing energy meter is adequate to cater to existing Maximum demand? If NO, what is the enhancement required?	YES/NO	
9	Whether existing main MCB is adequate to cater to total connected load of premises? If NO, what is the enhancement required?	YES / NO	
10	Whether maintenance of the earth electrode is measured?	Yes/NO	
11	What is the value and if NOT within the tolerable limit, what additional work is required?	Yes/NO	
	Whether all MCBs were checked for adequacy of capacity and loose connections? If not adequate, or loose connection exists, advise measures to be undertaken	Yes/NO	
12	Whether all cables and wires are checked for its adequate rating and loose connection? Advise corrective actions if any inadequacy / loose connections are observed	Yes/No	
13	Whether UPS and its battery bank are safely placed	Yes/NO	

	away from inflammable materials? If No, advise corrective actions		
14	Whether adequate capacity contactor is used for timers used in changeover of Air Conditioners in Server Room to make auto ON/ OFF? If No, advise corrective action.	Yes/No	
15	Whether adequate capacity contactor is used for timers used for signage boards to make auto ON/ OFF? If No, advise corrective action.	Yes/No	
16	Whether all Panel boards and distribution boards were opened and checked for overheating, loose contact, blackening etc. Details of corrective action and locations where overheating / loose contact / blackening is observed.	Yes/NO	
17	Whether all Switch boards connected for Computer, Printer, Fax, Modem, Router etc. opened and checked for overheating, loose contacts, blackening etc? Details of corrective action and locations where overheating / loose contact / blackening is observed.	Yes/NO	
18	Whether lightening arrestor is provided for the building in which the Branch / Office is located? If No, advise corrective action	Yes/No	
19	Whether water seepage is observed near any of the electrical equipment and wirings? If Yes, advise corrective action	Yes/NO	
20	Bank's Policy: All non-essential electric supply should be isolated from a switch near the entrance of the Branch/Office during closing the Branch/office. Whether provision is there in such a way that entire electrical system apart from services required in non-working hours like input supply to UPS, Signage, external lights, ATM etc. can be isolated by means of an isolator / MCB/ Main Switch next to main entrance of Branch/Office? If No, advise corrective actions.	Yes/No	
21	Is there any unsafe jointing of wire / cables? If Yes, advise corrective action.	Yes/No	
22	Whether any unwanted live or dead wires are kept open in the premises?	Yes/No	

	If Yes, advise corrective action.		
23	Is there any loose contact is observed in any of the plug and sockets? If Yes, advice corrective action	Yes/No	
24	Is multiple connections tapped from same socket? If Yes, advice corrective action	Yes/No	
25	Whether any extension box or spike guard is used in the premises? If used, advice Manager to change the same with fixed switch boards of necessary rating and earth connections?	Yes/No	
26	Is any computer/DVR or other such equipment with HDD, connected through spike guard? If Yes, advice Branch Manager to cease such use immediately.	Yes/No	
27	Whether the wiring materials, MCB etc. used are of reputed make?	Yes/No	
28	Whether RCCB/RCBO/ELCB is provided in the premises and is their quantity and rating adequate? If not provided or not adequate, advise corrective action.	Yes/No	
29	Whether all Switch Gears such as MCB, ELCB, SFU etc. are tested for its functionality? Report any abnormality.	Yes/No	
30	Whether adequate number of smoke and heat detectors is in place and also whether they are in working condition? Give the number of sensors and method of testing carried out	Yes/No	
31	Whether any unauthorized taping of electrical connection observed in the Branch premises? If Yes, advice immediate corrective actions.	Yes/No	
34	Is the Branch provided with an independent UPS circuit and is all computers, network equipment (Switch, Router, Modem etc), CCTV System (including DVR, cameras & power supplies), Time Lock, emergency lights and Integrated Fire & Burglary Alarm & Auto Dialer are connected to this UPS network only? If not, details of equipment not connected to UPS.	Yes/No	
35	If there is any OFFSITE ATMs grouped to the Branch, add audit observations of OFFSITE ATM		

	here		
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DETAILS OF EQUIPMENT USED AT THE BRANCH:

Details of electrical appliances being used at the branch to be summarized as below:

Sr. No.	Item Name	No. of equipment used at branch	Connected on UPS or Not	Observations if any
1	Network Switch			
2	Network Router			
3	Network Modem			
4	Gateway PC			
5	Client Systems			
6	Printers			
7	Scanner			
8	Laser Printer			
9	Fax			
10	Lights			
11	Fans / Cooler			
12	AC Units (split / Window) In case of ATM, specify separately			
13	Generator available or not			
14	UPS capacity			
15	No. of batteries of UPS			
16	On-site/ Off-site ATM details			
17	Availability of CDK / MFK			
18	Passbook printer			
19	Cash counting machines			
20	CCTV & functioning of all cameras			
21	Fire Alarm / Burglary alarm			
22	Inverter details, if any			
23	Time lock system at vault			
24	Any other items – please specify			

SUMMARY OF RECOMMENDATIONS FOR BRANCH / OFFICE

Sr. No.	Location Details	Observation	Corrective recommendation for defects / hazards observed.

PHOTOGRAPHS (WITH DESCRIPTION) OF AREAS WITH ELECTRIC/FIRE HAZARD OR AREAS REQUIRING CORRECTIVE ACTIONS:

THERMAL IMAGING CAMERA PHOTOGRAPHS:

SINGLE LINE DIAGRAM

Signature & Stamp of the Electrical Safety Auditor
Name of the Electrical Safety Auditor

Date:
Place:

FORMAT OF CONSOLIDATED REPORT OF ALL BRANCHES/ OFFICES, POINTS FOR RECTIFICATION

[illegible]

Signature & Stamp of the Electrical Safety Auditor
Name of the Electrical Safety Auditor

Date: _____
Place: _____

Annexure IX

CERTIFICATE FROM BRANCH MANAGER / OFFICE IN-CHARGE

This is to certify that Mr./Mrs/Ms. _____ representing M/s _____ visited _____ Branch / Office and conducted Electrical Safety Audit from _____ Hours to _____ Hours on _____ (date).

Date:

Place:

Name:

Employee ID:

Designation:

Office Seal