



क्षेत्रीय कार्यालय, आश्रमपाड़ा, सिलीगुड़ी- 734001
Regional Office, Ashrampara, Siliguri – 734001

फोन/Phone : 0353-2641391/2642417/2642485
फैक्स/FAX : 0353-2643908

Invitation for Tender / Bids (Electrical Audit) — Terms & conditions

1. Central bank Of India, Regional Office, SILIGURI invites sealed tenders / Bids from eligible Electrical Consultants / firms for Electrical Audit of Branches, ATMs & other Offices under RO SILIGURI.
2. Interested eligible Bidders may submit their response to this tender document at our office located at Regional Manager, Central Bank of India, Ashrampara, SILIGURI before last date for submission of tender documents as mentioned in this tender document.
3. The response to the Tender document is to be submitted in sealed single envelope , as per the formats given in this tender document super scribing Bid for the Electrical Audit.
4. Central Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for at any stage of tender.
5. Date of opening of bids will be on 17.02.2024 at 1530 hrs..
6. The bids submitted late on account of any reasons, whatsoever, will NOT be entertained.
7. Tender document is non-transferable and the selected final bidder shall be executing the work order through their authorized employees only and cannot be given as sub-contract.
8. Rates should be quoted both in words and numbers in the bids. No alterations in these figures / words are expected. In case of any alterations / strike off, the amount mentioned in the words shall prevail. All the corrections are to be initialed by authorized signatory of the firm.
9. All the supporting documents submitted along with the tender document are to be signed by the authorized signatory.
10. Bank may negotiate with the L-1 price bidder for further reduction of rate quoted by bidder.



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11. Any additions or a deletion in the list of branches/offices is as per the discretion of the Bank.
12. In case of any ambiguity or doubt as to meaning of any of the tender clauses / conditions or, if any further information is required, the matter should immediately be referred to Regional Head, Central Bank of India, Regional Office SILIGURI.
13. An amount of Rs.500.00 shall be deposited in the form of Demand Draft issued in the name of "Central Bank of India, Regional Office SILIGURI", payable at SILIGURI, not issued before the date of publication of this tender document. This Demand Draft is to be enclosed along with bid in an independent envelope. Failure to submit the amount by the bidder shall make the document offered by Bidder as Invalid.
14. This amount will not be refundable.
15. It is the responsibility of the bidder to ensure that their firm participating in the bidding process meets all the eligibility criteria stipulated by the Bank and necessary documents are enclosed wherever required. 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. All participating Bidders are requested to check the documents wherever required and be included in the technical bid at the initial stage itself.

Eligibility criteria of the bidder:

The bidder / consultant / firm / company have to fulfill following criteria:-

- a) Preferably Proper infrastructure/ office in SILIGURI or at any other location within 100 kilometer from SILIGURI
- b) The bidder should have Degree/Diploma in Electrical Engineering.
- c) Contractor/bidder should have 3-5 years of experience in conduction of Electrical Safety Audit of any Govt. bodies/PSU/Bank etc. (supporting documents annexed in bid).
- d) Bidders are required to submit their full bio-data giving details in the enclosed preforma about their organization, experience, technical personnel in their organization,



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pan card, Aadhar card, address proof, competence etc.

e) The bidder should submit the copy of registration of the firm.

The bidder should have valid sale tax / TIN number / GST number whichever is applicable

The details of employees deputed to Branches should carry ID proof during visit to
Branches/offices along with copy of the work order.

f) Preference will be given to the vendors who have done the electrical audit of Central Bank earlier.

g) All relevant precautions are to be taken by the bidder / electrical auditor while executing the audit work at all locations. The bidder shall be responsible for all 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 their employees.

Annexure — Compliance of terms and conditions -in Technical Bid

I / we have read and understood the instructions and the terms and conditions contained in the tender Document. I do hereby declare that the information furnished in the response to tender document and other supplementary sheets is correct to the best of my / our knowledge and belief.

In case of selection of my / our bid for Electrical Audit work, we shall be carrying out the electrical audit work in accordance with the terms and conditions thereof.

Signature of Authorized Signatory:

Name of Authorized Signatory:

Designation :

Address of firm:

Place:

Date:



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TECHNICAL BID

Basic Information about the Firm / Organization:

SI No	Details	विवरण Details	दस्तावेज संलग्न? Documents Enclosed?
1.	Name of the firm / Company Along with Address		
2.	Contact Details 1. Name of person 2. Mobile no : 3. Email Id : 4. ID & Address details : 5. GST no. (if any)		
3	Date and year of establishment (Enclose relevant documents)		
4	Type of organization (Sole proprietor /partnership / private ltd/ co-operative body etc)		
5.	Details of registration (Documentary evidence to be		

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	enclosed)		
6	Details of electrical audit work order's executed with Govt / PSU / Nationalized Banks etc. (Documentary evidence to be enclosed)		
7.	Financial Details of the firm (enclose documentary evidence)		
8.	No. of years of experience in electrical audit works (Certificate to be enclosed)		
9.	Name of electrical auditors / engineer / inspector (full details along with qualifications) (enclose documents and KYC documents)		
11.	Whether electrical auditor / engineer / inspector is having valid BEE certification (enclose certificate)		
12.	Income tax PAN number		
13.	GST number (if any)		
14.	Whether any of the engineer / electrical auditors is having EA Registration from Bureau of Energy Efficiency? If yes, enclose documentary evidence		

(Signature of Bidder with Seal of Firm)

Date :

Place :