



Request for Proposal For

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ELECTRICAL
AUDITORS / CONSULTANTS / FIRMS FOR CONDUCTING ELECTRICAL AUDIT
OF OFFICES & BRANCHES FALLING UNDER REGION BATHINDA
IN PUNJAB**

Application Reference No: - PSB/ROBTI/GA/EMP-EA/01/2026-27
Date: 04.08.2026

**Last Date & Time for submission of application: 25.08.2026 up to
5:00 pm**

**Punjab & Sind Bank Region Bathinda, First Floor, 100 feet Road, Civil Station,
Bathinda -151001 [Email ID- Ro.bhatinda@psb.co.in](mailto:Ro.bhatinda@psb.co.in) Contact Number: 0164-
5011889, 5011892**

(Advertisement on Bank's website)

Dated 05.08.2026

Bank invites offers for empanelment of Electrical Auditor/Consultants/Firm for conducting electrical safety audit (ESA) of offices & Branches situated in Distt Bathinda, Barnala, Sri Muktsar Sahib & Mansa (Punjab State) under Region Bathinda.

Interested Auditor/Firms may obtain the prescribed Tender application format from Punjab & Sind Bank's Regional Office Bathinda **at 1st Floor, 100 feet road, Civil Station, Bathinda-151001 from 05.08.2026** (between 10.00 AM to 5 PM from Monday to Friday and on 1st, 3rd and 5th Saturday) upto **23.08.2026** (upto 5.00 pm on 25.08.2026) or may download the same from Bank's website <https://punjabandsindbank.co.in>

The duly filled in offer complete in all respect in sealed covers super scribing "Offer for Empanelment of Electrical Security Auditor on top and name, address & contact number of offerer at bottom left corner should be addressed to:

**The Regional Manager
Punjab & Sind Bank
Regional Office Bathinda
100 feet Road, Civil Station
Bathinda
151001**

The Sealed cover shall be kept in main envelope.

The last date of submission of completed Tender document/form in sealed covers is **25.08.2026 upto 5.00 PM**. The offer shall be dropped at the premises of Regional Office Bathinda, 100 feet Road, Civil Station, Bathinda-151001 on or before **25.08.2026 upto 5.00 PM**.

The bid or offer shall be opened on next working day i.e. 26.08.2026 at 01:00 PM.

The bank reserves the right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

Regional Manager

PART – A : NOTICE INVITING APPLICATION (NIA) FOR EMPANELMENT

Punjab & Sind Bank invites applications for the following work in Punjab State Region		
1	Name of Work	Empanelment of Electrical Auditors / Consultants/ Firms for conducting Electrical Safety Audit (ESA) of Offices & Branches located in Distt Bathinda, Muktsar, Barnala (13 Branches) & Mansa falling under Punjab State
2	Categorization of Branches / Offices	Electrical Audit of Branches/Offices - Electrical Load upto 7.5 KW - Electrical Load above 7.5 KW to 15 KW - Electrical Load above 15 KW to 50 KW - Electrical Load above 50 KW
3	Address for pre-bid meeting and for submitting applications	Punjab & Sind Bank Region Bathinda, 100 feet Road, Civil Station, Bathinda -151001 Email ID- ro.bhatinda@psb.co.in Contact Number: 0164-5011889,5011892
4	Pre-bid meeting	24.08.2026 at 3:00 PM
5	Last date & time for receipt of tender bids	25.08.2026 up to 5:00 PM
6	Date & time of opening of Technical bid	26.08.2026 at 1:00 PM
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
Punjab & Sind Bank has the right to accept/reject any/all tenders/applications without assigning any reasons. For and behalf of Punjab & Sind Bank		

Signature of tenderer with seal

PART B- SCOPE OF WORK

1. To carry out audit of total electrical installation at the Branches/offices/ATM sites and submit comprehensive report with suggested corrective measures to be taken.
2. To check the adequacy of the sanctioned load vis-a-vis the connected load. The load calculation of the premises to be submitted as per Annexure-B
3. All electric installations (e.g. HVAC, AC, lifts, DG Set, UPS, Electric panel, transformer, Wiring Panel Board etc. of branches/ offices/ ATMs will fall under the scope of work.
4. Physical inspection of the branches/ offices/ ATMs with reference to applicable Indian Standards, Indian Electricity rules and Other relevant codes of practice to identify the electrical hazards and leakage etc. therein.
5. Review & testing of all Protective device/system (MCCB/ MCB/ELCB/ Fuses etc.) of all electrical installations.
6. Review & testing of adequacy of wires & cable based on actual load/current measurements and cable carrying capacities. Insulation resistance Test and Earthing leakage testing to be Done. To check for any loose connection at main switches, Distribution Boards, Switch Boards, Panels etc.
7. Examination and testing adequacy of lightning protection systems as per national standards.
8. Checking of all pumps, connector, compressor units for reducing load factor in air conditioning systems/ HVAC system. Checking of operation of ACs and timer arrangements
9. Performance & testing of filtration coil etc. and electrical distribution panel of ACs.
10. Evaluation of electric preventive maintenance (EPM) program in the buildings to examine documentation, checklists, etc and if EPM is not in place or inadequate to recommend and design EPM as per applicable standards.
11. Training/guiding the electricians hired by the Bank from the point of electrical safety.
12. Testing /auditing to be done properly as per standard practices.
13. Evaluation of UPS/inverter and battery system for bulging, leakage, corroded terminals etc.. Calculation and checking of existing load on each UPS under ON & OFF position for normal operation, evaluation of battery backup, voltage, current and AH of all batteries and earthing of battery rack.
14. To check pantry for safe use of electric heaters
15. Thermography/temperature detection and report submission (with images) to be done mandatorily for hot spot detection in electrical distribution system, electric panel, equipments, etc.
16. Earthing system (electrical/electronic/body/panel) to be checked and tested properly for Earth resistance, Earth fault loop impedance, etc for all equipments. Status and appropriateness of electrical insulation mats, wherever applicable and whether they need replacement.

Signature of tenderer with seal

17. To check if appropriate type of fire extinguishers are kept in electrical room and whether electrical room has fire detectors installed. If any water based fire extinguisher system is installed in electrical room, it has to be brought to the attention of bank authorities. To ensure provision of critical security systems (Fire alarm and detection system & CCTV) on UPS wiring.

18. To check appropriateness of weather proof rating of electrical equipments/connections placed outdoors.

19. The scope includes arranging all required tools and equipments by the contractor, measuring instruments, data loggers, wires & cables and technicians/electricians required for completing the scope of work. It also includes work instructions from bank, visiting site, preparing sketch, designs, drawings etc. which shall be in accordance with local governing rules/ standards, regulations etc. and preparing reports on the same so as to enable the bank to rectify.

20. Specific recommendations/suggestions for ensuring electrical safety, conservation of energy in current setup and other future energy saving measures.

21. The electrical installation under purview of electrical safety audit will include all electrical equipments/installations from the point of supply from the local body to the respective incoming electric distribution.

22. Thorough inspection & review of the Earthing system. Measuring the value of Earth resistance and to evaluate the Earthing system (installation and maintenance) based on the latest ISI standards and to suggest recommendations for rectification works.

23. Thorough inspection & review of DG set, UPS & batteries, etc. for its adequacy in the capacity based on the present Electrical load requirement of the Office / Branch.

24. Thorough inspection & review of air-conditioners for its adequacy in the capacity based on the present heat load requirement of the Office / Branch.

25. Recording the parameters of monthly Electricity bills and analyzing the Load demand, Sanctioned Load, Additional Load requirement, Power factor, etc.

Signature of tenderer with seal

PART C- METHODOLOGY

1. The electrical auditor shall carry out the audit in accordance with the prescribed technical format as per annexure A.
2. If the electric shut down is required in the branch/office for conducting electric audit, the same will be done with due permission from the concerned authorities by the branch at the date and time convenient, keeping in view the Branch operations and the auditor will have to complete the job within the schedule time. No extrapayment/ charge will be entertained by the bank.
3. The company/Firm/Auditor shall be responsible for all injuries to their workmen, if any at the site and damages, if any which may arise from the operations during the audit process due to the conditions within or beyond so ever and consequent compensation arising out of it.
4. The Bank will have the right to call electrical auditor once or more at controlling office/ Zonal office/ Branch during electrical rectification work for branches/offices. In addition to mentioning the observations, the company/ firm/ auditor will also submit consolidated summary of the proposed rectification work required to be carried out in a branch/ office.
5. If electric audit work done by the company/ Firm/ Auditor is not found satisfactory by the Bank or the work is not completed in the specified time, the bank will have right to terminate the service/ work contract without any advance notice at any point of time.
6. Auditor/Company/firm will prepare and provide SLD (systematic line diagram) of electrical system of the Branch and it will be attached in a separate sheet with their audit report.
7. Auditor/Company/firm will provide technical specification and rating for wire and electrical equipment as per his recommendations for replacement suggestion, if any in separate sheet for each branch/office.
8. Thermography photos of all electrical panels/ wires must be conducted by the auditor and the thermography report should be enclosed with the Final Audit Report.

Signature of tenderer with seal

PART – D : ELIGIBILITY CRITERIA

1) For ELECTRICAL AUDITORS & Electrical Consultant/ Firm

Sr. No.	Category	Minimum Pre-qualification Criteria	Documents to be submitted	Document Enclosed
A.	Electrical Auditors	a) Electrical Auditors should have Graduation with 05 years of experience in Electrical installation and safety related work ‘or’ b) Electrical Auditors should have supervising license from concerned licensing authority of the state or central Government, with minimum 05 years’ experience in Electrical installation and safety related work ‘or’ Retired Electrical Engineer from PSUs, Central & state Government Departments as Electrical Engineers who have dealt with electrical installations and safety related work and not banned from re-employment. c) Electrical Auditors should have Valid PAN and GST Number d) Electrical Auditor should have an established Office in Punjab only. Preferably Distt Bathinda, Sri Muktsar Sahib & Mansa, Barnala <u>* For all the above, age should be less than 65 years.</u>	i. Copy of the Graduation pass certificate duly attested by Gazetted Officer. ii. Copy of work completion certificate & work order. iii. Copy of supervising license from concerned authority (State/Centre) iv. Proof of past employment in case of retired electrical engineer v. Proof of Age vi. Copy of the Office address proof. vii. Copy of PAN and GST Certificate	YES / NO

Signature of tenderer with seal

B.	Electrical Consultant/ Firm	a) Should have an average annual turnover of not less than Rs 10.00 lakh during the past 3 years, ending 31st March of previous Financial Year for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment, verifiable from audited Balance Sheet, CA certificates, to this effect may be submitted with the Balance Sheet. b) Should have been in Electrical Engineering/ Consultancy business for minimum 3 years c) Electrical Consultant / Firm should have an established Office in Punjab only. Preferably Distt Bathinda, Sri Muktsar Sahib & Mansa, Barnala * Electrical auditors detailed by the firm for Audit should have the qualifications mentioned at qualification for Electrical auditors. The Firm should submit a certificate to this effect.	i. Certificate of incorporation ii. Copy of the completion certificate & work order of the completed works iii. The firm should give a certificate regarding the qualification of the auditors detailed by them, on their letter pad with Copy of the Graduation pass certificate duly attested by Gazette Officer. iv. Copy of the Office address proof. v. Copy of PAN and GST Certificate	
C.	Undertaking/ Certificate in respect of Blacklist/ not including in negative list/termination of contract	An undertaking/Certificate that tenderer should not be Blacklisted or including in negative list or terminated of contract in the past by any scheduled Bank / PSU / Corporate body / Govt. body.	Undertaking / Certificate	

Signature of tenderer with seal

2) TECHNICAL EVALUATION CRITERIA

The Evaluation Committee (EC) shall carry out the entire evaluation process.

The Technical proposal evaluation process would focus on the ability of Electric Auditor/firm to satisfy the technical requirements of the assignment, quality assurance procedures and experience of Interior Furnishing works. Based upon the above pre-qualification criteria, the technical proposals will be further evaluated on the following criteria and rating will be provided as below.

SNo.	DESCRIPTION	RATING
1	Experience in Electric Audit works	
	-do- Minimum 5 Years	5
	-do- 5 Years and above	10
2	Experience in Electric Audit works for Bank branches (applicable for both Government and Private Banks)	
	-do- Up to 3 Banks	5
	-do- More than 3 Banks	10
3	Average annual financial turnover during last 3 years ending last 31 march	
	-do- at least 10 Lakhs in the respective category	5
	-do- above 10 Lakhs in the respective category	10
4	Empanelment with other Public Sector Banks for Electric Audit works.	
	-do- Up to 3 Banks	5
	-do- More than 3 Banks	10
5	Marking based on Evaluation of the satisfactory certificates provided by other Clients of the Electric Audit. For this the latest/last completed project will be taken into consideration.	
i)	Is Outstanding	10
ii)	Is good	5
iii)	Is Poor	0
	TOTAL SCORE	50

03) EVALUATION CRITERIA

Only the Electrical auditor/firm who score more than 35 (Thirty Five) marks in Technical Evaluation process will qualify to be Empanelled with the Bank. Once the evaluation of technical proposals is completed, the Service Providers who score more than the prescribed cut-off score will only be short listed. **In case, none of the participants or only two of the participating Service Providers qualify on technical criteria and reach or exceed the cut-off score of 35, then the Bank, at its sole discretion, may qualify three Interior Furnishers on the basis of the top 3 scores.**

The technically short listed Electrical auditor/firm will have to match rate fixed by the Bank and payments will be made accordingly.

PART – E : FIXED RATES AS PER BANK’S POLICY ACCORDING TO BRANCH CATEGORY

S.NO.	BRANCH/DEPARTMENT/OFFICE CATEGORY	FIXED RATES TO BE PAYABLE
1	Branch/Department/Office with Electrical Load upto 7.5 KW (Under sanctioned load).	RS 5000/- + GST (if applicable)
2	Branch/Department/Office with Electrical Load above 7.5 KW to 15KW (Under sanctioned load)	RS 10000/- + GST (if applicable)
3	Branch/Department/Office with Electrical Load Above 15KW to 50 KW. (Under sanctioned load)	RS 15000/- + GST (if applicable)
4	Above 50KW	RS 25000/- + GST (if applicable)

PART- F : PUNJAB & SIND BANK Region Bathinda BRANCH LIST :-

PUNJAB & SIND BANK							
REGIONAL OFFICE , BATHINDA (BRANCHES)							
S.No	Branch	Dist	Type	S.No	Branch	Dist	Type
1	BARIWALA	MUKTSAR	RURAL	20	CHAKSHERE WALA	MUKTSAR	RURAL
2	BHAGTA	BATHINDA	SEMI-U	21	CHHAPIANWALI	MUKTSAR	RURAL
3	BANK BAZAR	BATHINDA	URBAN	22	DHULKOT	MUKTSAR	RURAL
4	BATHINDA C.LINES	BATHINDA	URBAN	23	DODRA	MANSA	RURAL
5	CURRENCY CHEST	BATHINDA	URBAN	24	GONIANA MANDI	BATHINDA	SEMI-U
6	GRAIN MKT	BATHINDA	URBAN	25	GIDDERBAHA	MUKTSAR	SEMI-U
7	G T ROAD BHATINDA	BATHINDA	URBAN	26	GANGA	BATHINDA	RURAL
8	BHATINDA, M.T.	BATHINDA	URBAN	27	GIANA	BATHINDA	RURAL
9	BHAIRUPA	BATHINDA	SEMI-U	28	GULABEWALA	MUKTSAR	RURAL
10	BACHHOANA	MANSA	RURAL	29	GUMTI KALAN	BATHINDA	RURAL
11	BHAI KA KERA	MUKTSAR	RURAL	30	HAKKUWALA	MUKTSAR	RURAL
12	BADAL	MUKTSAR	RURAL	31	JHANDA KALAN	MANSA	RURAL
13	BHIKHI	MANSA	SEMI-U	32	JHUNIR	MANSA	RURAL
14	BHITTIWALA	MUKTSAR	RURAL	33	JANGIRANA	BATHINDA	RURAL
15	BOHA	MANSA	SEMI-U	34	KANGANPURA	MUKTSAR	RURAL
16	BUCHHO MANDI	BATHINDA	SEMI-U	35	KOTLI ABLU	MUKTSAR	RURAL
17	BURJ SIDHWAN	MUKTSAR	RURAL	36	KHAIRA KHURD	MANSA	RURAL
18	BUDHLADA	MANSA	SEMI-U	37	MALOUT	MUKTSAR	SEMI-U
19	BARETA	MANSA	SEMI-U	38	MAUR	BATHINDA	SEMI-U

Signature of tenderer with seal

39	MUKTSAR	MUKTSAR	URBAN	58	RAMUWALA	BATHINDA	RURAL
40	MIDDA	MUKTSAR	RURAL	59	RORAN WALI	MUKTSAR	RURAL
41	MUKATSAR, DKC	MUKTSAR	URBAN	60	RAI KE KALAN	BATHINDA	RURAL
42	MUKATSAR, AHRC	MUKTSAR	SEMI-U	61	SANGAT	BATHINDA	RURAL
43	MEHRAJ	BATHINDA	RURAL	62	SANGHA	MANSA	RURAL
44	MANSA	MANSA	SEMI-U	63	SALABATPURA	BATHINDA	RURAL
45	MALKANA	BATHINDA	RURAL	64	SARDULGARH	MANSA	SEMI-U
46	NAHRAN	MANSA	RURAL	65	SHER GARH	MUKTSAR	RURAL
47	NATHANA	BATHINDA	RURAL	66	SEERWALI	MUKTSAR	RURAL
48	PANNIWALA FATTA	MUKTSAR	RURAL	67	TALWANDI SABO	BATHINDA	SEMI-U
49	PITHO	BATHINDA	RURAL	68	THANDE WALA	MUKTSAR	RURAL
50	RAMAN MANDI	BATHINDA	SEMI-U	69	Zonal Office	Bathinda	URBAN
51	RAMPURA PHUL	BATHINDA	SEMI-U	70	BARNALA MAIN	BARNALA	URBAN
52	BARNALA G.M.	BARNALA	URBAN	71	BADBAR	BARNALA	RURAL
53	BHAINI MEHRAJ	BARNALA	RURAL	72	BHOTNA	BARNALA	RURAL
54	DHURKOT	BARNALA	RURAL	73	MAHAL KALAN	BARNALA	RURAL
55	DHANAULA	BARNALA	RURAL	74	PHARWAHI	BARNALA	RURAL
56	GANGO HAR	BARNALA	RURAL	75	SEKHA	BARNALA	RURAL
57	TAPA	BARNALA	RURAL	76	BGPS BARNALA	BARNALA	RURAL

Signature of tenderer with seal

APPLICATION FORM

1. Name of the Firm :
2. Address :
3. Telephone Nos., Fax No. including
Mobile of contact person :
4. Email :
5. Constitution of the Firm :
6. Year of Establishment :
7. Name & Details of Partners / Associates :
8. Details of Partners / Associates :
9. Details of GST registration
(Copy of valid registration to be enclosed) :
10. Name and value of Electrical Audit
completed during the last 3 years ending on
31st Mar 2021. : Details may be given in
enclosed format (Annexure)
11. Registration Number with Council of Consultant / Indian Institute of Architects :
12. Details of Electrical Auditors engaged :

Name	Educational Qualification	Contact details	Detail of present & previous Experiences

Signature of tenderer with seal

13. Details of other technical personnel employed :

Name	Educational Qualification	Contact details	Detail of present & previous Experiences

14. List of consultants engaged by the Firm :
(Address, telephone numbers and email ID etc.
are to be furnished)

15. Banker's Name & details :

16. List of registration or empanelment
with other Govt. / PSU Organization :

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature & Seal of the Electrical Auditors / Consultants / Firms with Seal

Date :
Place :

PART G - INSTRUCTIONS TO THE APPLICANTS

1. Scope of Empanelment :Sealed applications are invited for

EMPANELMENT OF ELECTRICAL AUDITORS / CONSULTANTS / FIRMS FOR ELECTRICAL SAFETY AUDIT (ESA) OF OFFICES / BRANCHES FALLING UNDER ZONE Bathinda IN Punjab STATE. Site & location: The proposed Electrical Audit is to be carried out in the Branches, regional Office, other premises falling under Bathinda regional Office.

2. Empanelment Period - The empanelment shall be valid for Three (3) years from the date of empanelment. However **Bank reserves its right to early termination of empanelment of all the applications/any without assigning any reasons whatsoever.**

3. Each and every page of the Tender Document, including methodology, instruction to applicant, scope of work, terms & conditions etc shall be signed by the authorized person and cutting or overwriting shall be duly attested by applicant. The application form & annexure should be filled in all aspects. Partially filled applications may be rejected.

4. Applications received after the last date / time, as mentioned in Part-A of the Documents, will not be considered under any circumstances what so ever.

5. All the applicants must submit the documentary evidences, as detailed in the Tender document. In case, bank feels necessary liable to may call for verification of the original documents. The self attested copies of eligibility criteria documents must be submitted which the application shall be rejected.

6. The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.

7. The applications is to be submitted in a sealed ENVELOPE duly marked on the outside as,

EMPANELMENT OF ELECTRICAL AUDITORS / CONSULTANTS / FIRMS FOR ELECTRICAL SAFETY AUDIT (ESA) OF OFFICES / BRANCHES UNDER REGION Bathinda IN Punjab STATE.

Envelope will be opened in the presence of the applicants/authorized representative who may choose to be present.

8. Auditors/consultants/Firms should have a valid GST registration certificate for their registered offices/work addresses. PAN Details is also to be provided.

9. After the empanelment is awarded, the auditor/consultant / firm will carry out the work at rates fixed by Bank as per Bank's policy without raising any preconditions. Conditional applications are not acceptable.

10. Bank reserves its right to reject any or all the Applications/Tenders without assigning any reasons thereof and the Bank's decision shall be final and binding.

11. No deviation of any kind will be allowed in Empanelment / Tender conditions, Scope of work, Terms & Conditions, Payment Terms, etc. after the tendering process are over.

12. The applications received after due date will not be entertained. Bank will not be responsible for late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.

13. The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank.

Signature of tenderer with seal

DISCIPLINARY ACTIONS

The ELECTRICAL AUDITORS / CONSULTANTS / FIRMS shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement/MoU. He shall have to execute the works as per contract on time and with good quality. PSB shall have the right to suspend business with him for any period, debar or remove the name from the approved list of ELECTRICAL AUDITORS indefinitely or for a period as decided by PSB after issue of a show cause notice. Decision of PSB shall be final and binding on the Interior Furnishers.

The name of the applicant may be removed from the approved list of ELECTRICAL AUDITORS by the Bank if he:

1. Fails to execute a contract or has executed it unsatisfactorily or
2. Persistently violates any important conditions of contract: or
3. Furnishes false particulars at the time of empanelment: or
4. Indulges in any type of forgery or falsification of records: or
5. Defaults in tax dues like Income Tax, Work Contract Tax, Sales Tax etc.

REVISION OF ABOVE RULES OF EMPANELMENT:

Bank may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empanelled Contractors / Consultants. Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

Signature of tenderer with seal

PART - H : TERMS & CONDITIONS

1. All the applicants should be equipped with necessary infrastructure in their established Office with regards to measuring instruments, tools, staff strength, computer, drawing software, etc.
2. All the applicants are required to furnish their details of PAN, GST, Certificate of Incorporation etc. Electrical Auditor/ firm should also furnish the registration details of EPF/ESI, if applicable.
3. The successful Electrical Auditors/ Consultant / firms will have to enter into an agreement with the Bank. The format of the agreement shall be designed drafted based on the Terms & Conditions / Clauses mentioned in this Tender document. However, Bank reserves the right to add / delete any other Clauses in this Agreement.
4. The successful Electrical auditors / Consultant /firms should forward a letter specifically indicating the names of their personnel who will be conducting the Electrical Audit. The following information should also be provided by the applicant:-
 - The Auditors / Firms have to submit the Bio-data, Educational qualification & Experience certificate for all their personnel who will be involved for execution of the Audit.
 - Bank reserves the right to reject any person(s) to be employed by the auditor / firm at the discretion of the Bank. Once the contract/work is awarded, if they wish to change any of the above personnel, the auditor / firm will inform the Bank in writing and obtain the Bank's prior approval, one week in advance.
5. Decision of Bank in regard to interpretation of the empanelment / tender Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the auditor / firm. In case of any dispute between the auditor / firm and the Bank, the Bank shall have the right to decide.
6. The electrical auditor shall carry out the audit in accordance with the Bank's prescribed technical format i.e. Annexure A. Annexure-A will be filled by Electrical Auditor of the Branch and report will be submitted to the BM and his controller through email using his registered email id or in hard copy.
7. The Successful Electrical Auditors / Consultant / firms should be prepared to execute the Electrical Audit at the agreed rates to the Bank as and when orders are placed during the validity period of the empanelment.
8. Your offer shall be valid for a period of three (3) year from the date of empanelment.
9. Bank reserves the right to distribute the work among other empanelled auditors/consultants/firms considering the quantum and nature of work.
10. The fees for conducting the Electrical Audit shall be fixed by the Bank as per the Banks policy.
11. Bank reserves the right to allocate any region or branch as per their requirement to the Empanelled auditors/consultant/ firms, even if opted for other regions.
12. Bank reserves the right to de-panel the Electrical Auditors / Consultant / firms at any stage in the event of failure of non response, non commitment and non completion of the assigned task as per tender terms and conditions.

Signature of tenderer with seal

13. Adequate care and safety should be taken by the Electrical Auditors / Consultant / firms during the verification, measuring and recording of the data.
14. Any damage to the Bank's property, equipment's under testing and measurement during the Electrical Audit will be charged to the Electrical Auditors / Consultant / firms.
15. The Electrical Auditor must submit the audit report in duplicate with one copy each to the Branch, Regional office.
16. Payment will be made at the respective Branches subject to the sanction by Competent Authority after successful completion and submission of Electrical Audit reports in Duplicate duly acknowledged by the branch, in complete form along with the proof such as photographs of the audited premises during course of the work. No advance is payable.
17. If the bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.
18. **Protection of works and property** - The Auditor/Consultant/Firm shall continuously maintain adequate protection, of all his work from damage and shall protect the Bank's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost. Bank will not responsible for any damages or loss of human life.
19. The Auditor/Consultant/Firm should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The auditor/consultant/firm shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.
20. All personnel provided by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank.
21. That the Auditor/Consultant/Firm will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
22. The Auditors / Technicians shall not be allowed to stay / reside at site.
23. The Auditors / Technicians should be able to communicate in Hindi & English Languages.
24. The Auditor/Consultant/Firm shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the auditor/consultant/firm. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

Signature of tenderer with seal

25. The Auditor/Consultant/Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen / employees engaged for the Services. The Auditor/Consultant/Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.
26. The tools and tackles used by the Auditor/Consultant/Firm must be of good working condition and maintained properly. All the spares and tools and tackles are to be recorded in the register. Spares taken outside the premises also to be recorded with serial number of spare and in and out date and time.
27. That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any other auditor's/consultant's/firm's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The Auditor/Consultant/Firm shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.
28. In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
29. The Auditor/Consultant/Firm agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to Punjab & Sind Bank at all times. The auditor/consultant/firm alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
30. The Auditor/Consultant/Firm should issue a valid Company Identity cards to all their staff personnel who will be providing auditing under this contract.
31. The Auditor/Consultant/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.
32. The Auditors / Technicians shall report to the Security while entering & exiting the premises. All personnel of auditor/consultant/firm will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.
33. The Auditor/Consultant/Firm undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.
34. The Auditor/Consultant/Firm shall obtain adequate Insurance Policy in respect of his workmen engaged for the service towards meeting the Liability of Compensation arising out of death, injury / disablement at work etc and shall regularly and punctually pay each and every premium as and when the same shall become due during the currency of these presents.

Signature of tenderer with seal

35.All security and safety regulations and guidelines as per the applicable law are to be followed. All guidelines/directions of Bank's Security Division must be followed.

36.**Force Majeure** - Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavors to minimize any such delay.

37.**Local Laws, Acts, Regulations** - The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (Regulation and Abolition Act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislations including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- a) Minimum Wages Act, 1948 (Amended)
- b) Payment of Wages Act 1936 (Amended)
- c) Workmen's Compensation Act 1923 (Amended)
- d) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- e) Apprentice Act 1961 (Amended)
- f) Industrial Employment (Standing Order) Act 1946 (Amended)
- g) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- h) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof
- i) Any other applicable law in force.

38.**Applicable Law** - The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at Delhi.

Signature of tenderer with seal

ELECTRICAL AUDIT REPORT

Annexure A

Format for Electrical Audit of Branches / Offices (To be filled by Electrical Auditor only)General

Information -

Branch/ Controlling offices :

Zone :

SrNo	Details	
01	Type of Branch/Office (Metro / Urban / Semi-urban / Rural)	
02	Floor:- Area of Premises:-	
03	Name of the designated branch/Zonal Security Officer with contact No.	
04	Name of the Electrical Auditor & Contact No.	
05	Last Electrical Audit date & Risk rating	

Electric Supply Detail

Sl.No	Electric Supply Company / Department	Sanctioned Load	Maximum Load (in the last one year)	Average Load (In the last one year)	Any Penalty (In the last one year)

Details of Electrical Equipments

Sl.No	Equipment	Make Model	& Quantity	Rating (Amp or KVA or Core * sq.mm or Watt)
01	UPS			
02	Batteries			
03	Miniature Circuit Breaker (MCB)			
04	MCCB (Molded Case Circuit Breaker)			
05	ELCB (Earth Leakage Circuit Breaker)			
06	RCCB (Residual Current Circuit Breaker)			

07	SFC / HRC Fuse			
08	Electric Wires a. 1.5 sq. mm b. 2.5 sq. mm c. 04 sq. mm d. 06 sq. mm			

UPS and Batteries

AMC Vendor & Expiry date	UPS Connection (Three phases / Single Phase)	Any overload in UPS (Yes / No), If yes, give reasons / details for overloading	Any battery by passed with UPS (Yes / No). If Yes, given reasons

Any chemical rust or loose connection on battery terminal / lug	Whether ventilation / cooling is provide in UPS room	Unwanted material kept inside UPS & battery room	Any overheating in wire / Fuse / MCB / Switch

No. of batteries (more than 3 years old) & having capacity below 80 %	Last date of battery back up test on full load & have any deformity.

AC Units

AMC Vendor & Expiry date	Proper electric connection with compressor, contactor, relay and capacitor	Auto timer (Functional / Non Functional)	Adequate rating MCB / Fuse for AC units.

Diesel Generator

AMC Vendor & Expiry date	Date of last engine oil and filter replacement	All gauges like temperature Voltmeter, Ammeter, Wattage, KWH, Hour Meter etcare working properly	Any deformity, noise, leakage, fuel consumption rate, and spark in the exhaust system

Details of other electrical equipment

Sl. No.	Equipment	Quantity	Remarks, if any
01	Computers		
02	Printers		
03	Passbook printers		
04	Cash Counting Machine		
05	Split ACs / Window ACs		
06	Fans		
07	Router		
08	Fire Alarm and Burglaralarm		
09	CCTV		

(* Specifically mention electrical leakage, if any, in the system)

Electric Supply (Single / Three Phases) (Please tick)

R-Phase(R-N)	Y- Phase (Y-N)	B-Phase (B-N)

Electric Load Distribution (In Volt)

R-Phase(R-N)	Y- Phase (Y-N)	B-Phase (B-N)

2. Earthing System

Sl. No.	Separate Earthing for UPS and Raw Power (Yes / No)	Type of earthing (Chemical / Normal)	Earth Resistance (In Ohm)	Earth Pit Identified(Yes/No)

Heating of Wire /Panels

Sl. No.	Thermography of Electric wire and panel (Yes / No)	Locations / Spots thermo graphed	Details of heating equipment (Attach thermo graphy image and system generated report, if any)	Reason

Other Electrical Risk

Sl. No.	Electrical Risk	Category (High /Medium / Low)	Reason and Recommendations for mitigation
01	Any hanging electrical wire / temporary electrical connection, if any in the premises		
02	Any Multi Pin plug or extension cable / board use in premises		
03	Any dangling / loose electric connection or portion of live wire with damaged jacket / insulation		
04	Flammable combustible material dumped near electric panel		
05	Voltage Fluctuation		
06	Any MCB / Fuse etc, by pass from the electrical system		
07	Any other electrical risk		

ATM / E-lounge

No. of Kiosk	No. of AC Units	Auto timer for ACs available (Yes / No) & Auto time (Functional / Non functional)	UPS & Batteries (Working / Non Working)
Thermography of wire & panel(Attach report with locations)	Any poor rating MCB Fuse used in ATM/ E-lounge	Any Loose connection / multi pin plug etc in ATM /E- Lounge	Any other electrical observation /in ATM / E-lounge

Risk Rating

Overall electric risk category (High / Medium / Low)	Reason

Summary

Sl. No.	Observations	Rating (High / Medium /Low)	Recommendations (Specify details of electrical equipment / wire, replacement if any & rectification proposed/points to be attended.

(Signature with Seal of Electrical Auditor)

Mobile no.:

Electrical Audit – Rectification Certificate

Name of the Branch -
Name of the Zone -
Electrical Risk Classification - High/Medium/Low Electrical

Rectification on the basis of the audit report

- | | | |
|-----|---|---|
| 1. | Proper Load distribution in three phases | -Yes / No / NA |
| 2. | Rectification on thermography Report | -Yes / No / NA |
| 3. | Proper rated MCB / ELCB / RCB is provided | -Yes / No / NA |
| 4. | Proper earthing is provided | -Yes / No / NA |
| 5. | Replacement of poor electric wire | -Yes / No / NA |
| 6. | Rectification work for ATM / E-lounge | -Yes / No / NA |
| 7. | Rectification on clubbing of electric wire | -Yes / No / NA |
| 8. | Proper main electric panel box is provided | -Yes / No / NA |
| 9. | Proper electric switches for UPS, ACs, | -Yes / No / NA Etc, provided |
| 10. | Rectification on UPS system | -Yes / No / NA |
| 11. | Rectification on dumping of records in
etc | -Yes / No / NA UPS room / near electric panel |
| 12. | Any other electrical rectification work | -Yes / No / NA |
| 13. | Remarks, if any | |

Signature of the Electrical Auditor

Signature of BM/ZM/ HOD

Observations regarding Electrical Installation.**Electrical Load Analysis**

Sr. No.	Observations	Details
1	Total Sanctioned Load of the premises (As per the latest electricity bills) in KVA/KW	
2	Total Connected Load of the premises in KVA/KW (to be calculated floor wise as per load calculation sheet)	
3	Whether connected load / maximum demand is more than sanctioned load?	
4	If connected load is more than sanctioned load, has the office applied for revised sanction from Distribution Company / Electricity Board?	
5	Have any penalties been imposed for excessive load on the premises?	
6	Have any penalties been imposed for improper power factor on the premises? If yes, recommend suitable size of capacitor bank for the premises.	
7	If the premise has multiple electricity connections, identify the areas served by each meter.	
8	Incomer / cut-off rating for each meter connection and if they are adequate in terms of load consumption of the premises.	
9	Installed DG Set capacity (KVA / KW) for the premises and whether it is sufficient for the connected load.	
10	Connected load on generator as a percentage of total connected load.	
11	Electrical Load on UPS (Separate for each UPS)	
12	If connected load is less than sanctioned load, then recommendation for reduction of load.	