



# State Bank of India

PREMISES & ESTATE DEPT., LOCAL HEAD OFFICE,  
PATNA-800 001

NIT NO: - PAT/21-22/08/04

State Bank of India invites applications for Empanelment of the Electrical Auditors/vendor/contractor for conducting Electrical safety audit for its branches/office in Bihar & Jharkhand from the following.

Electrical Auditors - Energy auditors/firms, Electrical Engineers with 3 years' having similar experience in Electrical safety audit, Retired Electrical Engineers who had worked with PSU/Central/State Governments/Electrical consultant/Electrical contractor's with valid Supervisory electrical license ( A & B) as per the detailed eligibility criteria in page 2.

The tentative no of branches & offices in Bihar & Jharkhand for Electrical Audit:-1763 Branches/offices

No. Admin offices : 70

No. CPCs : 114

Total Branches : 1579

**Total : 1763**

1	Name of Work	ELECTRICAL SAFETY AUDIT FOR OFFICES/BRANCHES OF SBI IN BIHAR & JHARKHAND
2	Availability of Empanelment Application	In our website from 14.08.21 to 28.08.21
3	Date of Pre bid Meeting	20.08.2021 at 15.00hrs at Office of AGM(P&E), SBI, LHO,PATNA
4	Last date and time of receipt of Empanelment application	On or Before 28.08.2021 by 3.00PM
5	Address at which the applications are to be submitted	AGM (P&E), SBI LHO, PATNA
6	Date and time of opening of technical bid	28.08.2021 by 3.30PM
7	Date and time of opening of Price bid	02/09/2021 by 3.30PM
8	Place of opening Application	AGM(P&E), SBI, LHO,PATNA
9	Validity of Empanelment list	Three years from the date of work order.
10	For clarification and other details	Please contact : Electrical Engineer:- 9431818674, Email id – <a href="mailto:agmpe.lhopat@sbi.co.in">agmpe.lhopat@sbi.co.in</a> & <a href="mailto:shashi.bhusan@sbi.co.in">shashi.bhusan@sbi.co.in</a>
11	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.	
12	SBI has the right to accept/reject any/all tenders without assigning any reasons.	

### 13. Minimum Eligibility Criteria for Electrical safety Audit :-

#### QUALIFICATION OF EXTERNAL ELECTRICAL AUDITORS/CONSULTING FIRMS

##### a) Qualification for Electrical Auditors :-

i) Should have graduation with 03 years of experience in electrical installations and safety related work.

**or**

Should have supervising license from concerned licensing authority of the State or central government. with minimum 05 years' experience in electrical installations and safety related work.

**or**

Retired electrical engineer from SBI group, PSUs, Central and state Govts. employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.

ii) Should be less than 65 years age.

##### b) Qualification for Electrical Consulting Firms :-

i) Should have an average annual turnover of not less than Rs.30.0 lacs during the past 3 years, ending on 31st March of the previous year for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment, variable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet.

ii) Should have been in electrical engineering / consultancy business for minimum 03 years.

iii) Electrical Auditors detailed by the Firm for audit in SBI should have qualification as mentioned above at Para 13.a). The firm should give a certificate to this effect to the Auditors detailed by them, on their letter pad, duly countersigned by the designated electrical engineer at LHO. This certificate should be produced to the BM before commencing electrical audit of the Bank.

Only those applicants who possess the above eligibility criteria should apply, along with documentary proof.

#### 14. Fee structure:-

S.N.	Branch Category	Maximum Audit fee per branch	Remark
I	<b>Category X</b> (Electrical Load up to 30KW )	<b>Rs.5,000/-</b>	Audit fee will inclusive of all i.e including travel, boarding and lodging etc (except GST)
II	<b>Category Y</b> (Electrical Load from 31KW to 60KW)	<b>Rs.5,000/-</b>	
III	<b>Category Z</b> (having Electrical Load over 60KW and /or premises with own sub-station),	<b>Rs.10,000/-</b>	
IV	<b>Other Category: Building having more than 50000sq. ft built up area.</b>	<b>Fee may be determined at local level, depending upon level of work.</b>	

**Note : Final rate will be decided on tender basis and rate may not exceed the Maximum rate as mentioned above.**

## 15. TERMS & CONDITIONS OF CONTRACT

(I) The applications shall be submitted as two part bid system –Technical Bid and Price Bid in the prescribed format, with necessary certificate and documents should be submitted in sealed and closed conditions in prescribed manner. **Envelope -1** super-scribed as '**EMPANELMENT FOR ELECTRICAL AUDIT**' (**TECHNICAL BID**) and **Envelope -2** super-scribed as '**EMPANELMENT FOR ELECTRICAL AUDIT**' (**PRICE BID**) and both envelop should be kept in a single Envelop(**Envelope -3**) super-scribed as '**EMPANELMENT FOR ELECTRICAL AUDIT**'

(II) **ENVELOPE-1 ( TECHNICAL BID )** should consist following documents, duly signed.

- (a) Tender notice (this is the document you are reading now) (Page no 1 to 6)
- (b) Application **Form-1A & 1B** (Page no.7 to 9 )
- (c) Audit Format Annexure-I, II & III (Page no. 12 to 20)
- (d) Time Sheet (Page no. 11 )
- (e) List of staff members with contact nos.

(III) **ENVELOPE-2 ( PRICE BID )** should consist following documents, duly signed.

**Form - 2** (Price Bid,Category wise.) Page no.10

SUMMARY AS BELOW FOR BID SUBMISSION	
TECHNICAL BID ( Envelope-1 )	PRICE BID ( Envelope-2 )
Super scribed on the outer cover "EMPANELMENT FOR ELECTRICAL AUDIT"	Super scribed on the outer cover "EMPANELMENT FOR ELECTRICAL AUDIT"
To, Asst. General Manager, Premises & Estate, State Bank of India, Local Head Office, Patna:-800001	To, Asst. General Manager, Premises & Estate, State Bank of India, Local Head Office, Patna:-800001
From, Complete address of the bidder	From, Complete address of the bidder
Both envelop-1 & 2 should be keep in a single Envelope( <b>Envelope no. 3</b> )	

(IV) Bank is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily and Bank reserves the right to accept or reject any or all applications without assigning any reasons.

(V) The Technical Bids shall be opened on the appointed date. Technical Evaluation shall be carried out by the Tender Opening/Evaluation Committee. The initial eligibility criteria prescribed above (in respect of experience of similar nature of work completed) shall be first scrutinized and the applicants eligibility for pre-qualification for the work will be determined.

(VI) Price bid will be opened only for those bidders who will qualify in technical bid.

(VII) The duration of the empanelment will be for three years.

(VIII) Applicants shall quote rates separately for each RBO's in the prescribed format (Page no.10 ) in view of the different locations. The Price Bid of the vendors shall be opened on the appointed date for entering into a rate contract. The lowest rate will be arrived at for each category. Accordingly, L-1 will be decided for each category in the Price Bid.

(IX) Applicants (other than L1) for the rate contract will be given an opportunity to match the rates of L1 within 7 days from the date of opening of Price Bid. Rate Contract will be finalized between Bank and the L1 vendor besides other vendors who have agreed to match the rates, as mentioned above.

(XI) The duration of the Rate Contract will be valid for 03years. Rate will be remain same for 03 years including all taxes.The vendors entering into a Rate Contract will have to execute an Agreement to this effect. Any failure to render satisfactory service or non-performance of contract may lead to depaenelling of the vendor.

(X) While short listing vendors, emphasis will be given on the past performance and after service of the applicants. Decision of the Bank in this regard to short listing of vendors/contractors will be final and binding on the tenderer. Bank is not bound to assign any reason for its decisions.

(XI) The rate quoted in the Price Bid will include all taxes, levies, conveyance and any other charges. No increase in the above charges is acceptable to the Bank during the currency of the Rate Contract.

(XII) The Auditor requires to furnish their PAN No, GST NO, Registration details of firm etc.

**Asst. General Manager (P&E)**

## **GENERAL TERMS AND CONDITIONS**

- I. **Work Instructions:-** The contractor /vendor have to take permission of branch head before starting the work. On permission of the branch head, contractor/vendor can use Bank off hours or holidays. Precautions have to be taken to avoid any disturbance in the bank premises. Contractor/Vendor/Consultant have to arrange their tools/ instruments (Clamp meter / Tong tester, Multimeter, Megger meter, Earth resistance meter, safety tools(Hand gloves, safety shoes & line tester etc) to carry out the work. Contractor/vendor have to deploy adequate no. of skilled & qualified person having valid electrical Licence to carry out the work. Bank will not be 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's.

## **II. SCOPE OF WORK FOR ELECTRICAL SAFETY AUDIT:-**

- (a) Physical inspection of the Bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.) as per Bihar/Jharkhand Electrical Inspectorate and BSEB / JSEB Ltd Guidelines.
- (b) Review of protection devices such as MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not. Review of adequacy of Wires/Cable sizes based on actual load current measurements, insulation resistance, tightness of terminations.
- (c) Review of electrical accidents to identify root cause of the accidents, if happened any review the EPM (Electrical Preventive Maintenance) program if any, in the Bank Premises to suggest recommendations as per applicable standards.
- (d) To evaluate the earthing system (installation and maintenance) in the plant based on IS 3043 and to suggest recommendations including the measurement of Earth resistance.
- (e) Check for any loose contacts at the mains switches, DB, Switch boards etc.
- (f) Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
- (g) Reliability of the electrical distribution system with the equipment's like air conditioners, UPS's, Generators etc. Checking whether the AMC of these items are in place.
- (h) Evaluating whether the demand load is within the sanctioned load with proper load balancing.
- (i) Verification of the operation of system room Air conditioners with timer mechanism.
- (j) Report must consist of your Observations on account of the Electrical fire safety and various Measures suggesting for the improvement of the safety existing systems.
- (k) Preparation of Safety audit report and submission within the completion period in triplicate with non-scale layout of the branch including denomination of the areas used by you for auditing. Report must consist of the single line diagram of existing electrical system including marking the position of critical faults needing immediate attention.
- (l) Review of the Existing condition of the HT transformer, Substation, Main panels, Load break switch.
- (m) Thermo graphic images of DB's, panel boards shall be enclosed with the report.

## **III. Submission of Reports:-**

- (a) Submission of Time Sheet to be signed by Branch Head, on specified format.(page- 11)
- (b) Submission of Single line diagram (specimen enclosed, page no-20 of tender paper) of existing electrical system including marking the position of critical faults needing immediate attentions.
- (c) Submission of Electrical Audit report on prescribed Annexure-I, II & III ( Page no- 12 to 20 ). Above reports should be in 4 copies duly acknowledged by the branch in complete form along with the proof such as photographs of the audited premises during course of the work.

#### **IV. Payment terms:-**

Full & final Payment will be made at respective RBOs after successful completion and submission of Electrical safety audit reports in 4 copies duly acknowledged(time sheet) 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. The vendor must submit the soft copy of the Electrical Audit report in excel format to the Electrical Engineer at Local Head Office.

- V. Successful vendors should be prepared to execute the audit at the agreed rates to the Bank as and when orders are placed during the validity period of the tender.
- VI. The no. of branches mentioned is tentative.
- VII. Your offer shall be valid for a period of 3Yrs. from the date of opening of the Price bids.
- VIII. All pages of the tender document shall be signed by authorized signatory and stamped.
- IX. corrections shall be duly signed and stamped. Applications received after the above date/time will not be considered.
- X. Bank reserves the right to de-panel the Safety Auditor/contractor/vendor 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.
- XI. Please enclose the list of technical staff with contact addresses, telephone numbers.(In case of firm only.)
- XII. Conditional tenders are not acceptable.
- XIII. The Electrical safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the safety audit at their cost.
- XIV. Adequate care should be taken by the auditor during the verification, measuring and recording of the data.
- XV. Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the firm.
- XVI. All the rates quoted against each category must include Conveyance, Lodging Expenditure required for men and material. No further enhancement in the quoted rates are permissible.
- XVII. The visit and Audit report with the acknowledgement (time sheet) of the Branch official shall be submitted to the respective regions for the payment.
- XVIII. The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO and branch well in advance for necessary co-ordination. Shut down required if any may be intimated to branch in advance.
- XIX. Upon the non-successful submission of report in required format in four copies banks reserves the right to reduce the fees payable to the vendor .
- XX. Over writing should be avoided and all corrections should be duly signed. No inconvenience should be caused to staff/customer during working hours.
- XXI. If the bank observes that the Auditor/vendor/contractor has not completed the task up-to its satisfaction, Bank reserves the right to ask for re auditing the premises without any additional payment.
- XXII. Time allowed for completion after the allotment of Branches is 1 months from the day of issue of Work order. Time is the essence of the Contract. Delay will be penalized suitably @1/2 % per week of delay.

Date:

Place:

Applicant's Signature and stamp

**FORM-1A****APPLICATION FOR ELECTRICAL AUDITORS FOR CONDUCTING SAFETY AUDITS FOR VARIOUS SBI OFFICES/BRANCHES**

**NOTE: Please submit the following details in format as below. Separate sheets, documents, etc. in support of this information can be enclosed with this Annexure-A.**

1	Name of the Firm / Electrical Safety Auditors	
2	Address	
3	Telephone nos. including Mobile no.	
4	Fax No. & e-mail Id	
5	Constitution of the Firm (Proprietorship/Partnership/Company)	
6	Year of Establishment of firm	
7	Name of Partners/Associates/Directors.	
8	Proof of age to be submitted for the retired Engineers /Graduate Engineers experience with minimum 3 years category	
9	Details of major works of similar nature completed during last 3 years in PSU/Banks/Govt Organizations/Software firms by the Applicant. Details to be given in enclosed format (Annexure B)( for all other Applicants).  If the Applicant is an Electrical contractor furnish the details of similar works executed during last 5 years in PSU/Banks/Govt Organizations/Software firms by the Applicant.	
10	If the applicant is a Retired Engineer from SBI Group/PSU/Central/State Govt provided they are not barred from re-employment in the Bank (Proof to be submitted)	
11	Name and value of other similar major works on hand in PSU/Banks/Govt Organizations/Software firms.	
12	List of Technical Personnel employed with profession experience and qualification.	
13	List of other staff employed.	
14	List of office equipment's owned by the Firm.	
15	Banker's Name	
16	List of registration with other Organizations	

17 Whether registered for Service tax purpose. If so, mention number & date.	
18 For Electrical consultants applying for Electrical Audit shall submit the documentary proof for an average annual turnover of not less than Rs. 30 lacs during the past 3 years, ending on 31st March 2016 for Electrical related consultancy and advisory services and not from sale of equipments. (verifiable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet). (Proof to be submitted)	
19 Valid Electrical license (Supervisory – HT (A) & LT (B All MV)category). Documentary proof to be submitted	

NOTE: Separate sheets, documents, etc. in support of above can be enclosed

**Date:**

**Signature of authorized signatory with seal**

**Place:**



**FORM-1B**

**ELECTRICAL / FIRE SAFETY AUDIT FOR OFFICES/BRANCHES OF SBI, (Bihar & Jharkhand )**

(Invariably respond to all the following parameters/aspects. Do not delete or add any parameter from/to this list.)

S No	PARAMETER	Your Response
1	Whether agreeable to all the terms and conditions expressed by the Bank?	Yes / No
2	Whether agreeable to the payment norms of the Bank?	Yes / No
3	Whether agreeable to execute Electrical fire safety audit for number less than indicated in this tender in case of need at any point of time, during period of contract	Yes / No
4	Whether agreeable to execute all the parameters as per the enclosed check list for Electrical fire safety audit	Yes / No

We have read and understood all the terms and conditions stipulated by the Bank and do hereby agree to each and every item indicated therein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**FORM-2**  
**PRICE BID**

		<b>Maximum Audit fee per branch</b>	<b>Rate Per branch (Rates inclusive of all TA, Lodging and food etc except of GST</b>
<b>1</b>	Category <b>X &amp; Y</b> (:- Electrical Load up to 60KW )  Total branch/offices in <b>X &amp; Y</b> category:- approx. 1700nos.	<b>Rs.5,000/-</b>	
<b>2</b>	Category <b>Z</b> (having Electrical Load over 60KW and /or premises with own sub-station),  Total no. of branch/offices in ' <b>Z</b> ' category:- approx. 55nos.	<b>Rs.10,000/-</b>	
<b>3</b>	Building having built up area more than 50000sq. ft to 1,00,000 sq. ft  Total no. of Branch/offices in this category:- approx. 7nos.	-----	
<b>4</b>	Building having built up area more than 1,00,000sq.ft (only LHO Campus, Patna)	-----	

**Date:**

**Signature of authorized signatory with seal**

**Place:**

## TIME SHEET

Name of the Branch:-	
Name of the Person(Engineer, Electrician or Wire-man):-	
Name of the Contractor with address and contact nos.:-	

Date	In time	Out time	Remark if any
...../...../20.....			

Place:-

Date:-

Sign of the Person/Contractor

Observation & Remark of the Branch Manager:-

Place:-

Date:-

Sign of the Branch Manager

# ANNEXURE – I

## FORMAT FOR ELECTRICAL SAFETY AUDIT FOR ALL BUILDINGS

Branch Code and Name	
Address	
BM PF No and Name	
Sanctioned load	----- KW/ KVA
Connected load	----- KW/ KVA
Monthly amount of energy bill (Approx.)	Rs. /- per Month
Total tonnage of Air conditioners in branch:	----- TR ( Tonnage of Refrigeration)
Area of the Branch	----- Sq. feet/ Sq. Meter

Sr.No	Description	Details	Remarks
1	Whether MCCBs / MCBs/ELCBs are provided with proper rating to cater the load	YES/NO	
2	Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works	YES/NO	
3	Whether Pump room, DG set room, UPS room, electrical room etc. are maintained dry and in good condition and obsolete /hazardous / old items are not dumped there.	YES/NO	
4	Whether Water Seepage is observed near any of the Electrical Panel, Distribution Boards, Electrical equipment etc.	YES/NO	
5	Whether Earthing pits are provided and connected to the equipment,Body of the connected equipment.	YES/NO	
6	Whether the Earthing Pits are properly maintained	YES/NO	
7	Whether proper exhaust fan for ventilation of panel room/electrical room/ UPS room is provided and paper, old material or any other scrap kept near DB/Panels/ UPS/ Batteries etc. are not kept there.	YES/NO	
8	Whether penalty is being imposed in electricity bills on account of higher load/ poor power factor etc. (It may be ascertained from the electricity bill of April / May/ June/ July). Additional electrical load required if any (from Power Distribution company).	YES/NO -----KW	
9	Whether Load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connections/haphazard wiringis observed in the Branch/ office premises	YES/NO	



10	Whether isolating switches are provided for the switching off of the non essential loads premises during night and main switch to switch off the power supply to the Branch in case of fire/ emergency.	YES/NO	
11	Whether electrical equipments of Pantry etc. are properly connected to Iron socket box with MCBs. MCBs or latest type switches are provided to switch on/ off the ACs and protect them from Overload.	YES/NO	
12	Whether Proper preventive maintenance after opening of Panel boards and distribution Boards are carried out by the license holder Electrician or skilled technicians of Equipment manufacturers/ service providers.?	YES/NO	
13	Whether Appropriate timers used in the changeover of Air conditioners for Server Room A/Cs and for Signage Boards to make auto ON/OFF (for schedule timings). The thermostat of AC's at server rooms should be set to say 30 degree centigrade so they are not run only when the temperature is too high ( to minimize chances of fire due to idle running of ACs during the night)	YES/NO	
14	Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians / skilled technician	YES/NO	
15	General Condition of electrical control panels, main switch, electric Meter board and change over switch, ACs, water cooler, water filter, wiring cables etc. is good and all DB'S, Panels, switch boards are Properly covered	YES/NO	
16	Whether the contact numbers of persons, electricians, power distribution company., Generator service provider, vendor, UPS vendors, ACs etc. are available with Accountant/ Security guard and other staff and they are displayed in Electric room/ UPS room?	YES/NO	
17	Whether the Power factor Panel of appropriate rating is installed	YES/NO	
<b>18.</b>	<b>FIRE PREVENTION MEASURES</b>		
(i)	All old disposable records, broken furniture etc accumulated at the premises have been cleared.	Yes/ No	
(ii)	Combustible leaf, litter / waste papers etc in and around the branch is removed / cleaned periodically.	Yes/ No	
(iii)	No Stationery / Records/ old obsolete items are stored / kept in the System / UPS room.	Yes/ No	
(iv)	Storage racks in Stationery / Record room kept at a safe distance of at least 3ft from electrical points / switch / junction boxes.	Yes/ No	
(v)	In the pantry / canteen LPG is used (Yes/No).	Yes/ No	
<b>19</b>	<b>SERVER AND UPS ROOM</b>		
(i)	<u>Server Room</u> Server room have dual AC units having timer circuit device with independent circuit.	Yes/No	

		Yes/No/NA	
(ii)	Whether Exhaust fan installed in UPS Room	Yes/No	
20	<b>ELECTRICAL SAFETY</b>		
	Power supply to record / Stationary room is made through Plug and Socket arrangement?	Yes/ No	
21	<b>FIRE PROTECTION/FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM</b>		
	Are fire extinguishers available in the following work area and clearly marked and accessible? A System/ UPS Room: CO2 (3 Kg/ 4.5 Kg) X 2 B. Banking Hall : Water CO2 type C. Stationery Room : Water CO2 type	Yes/ No	
22	<b>DG SET / GENERATOR</b>		
	At least two 6 kg ABC capacity fire extinguishers are placed near the Diesel Generator	Yes/ No/ NA	

Signature

Name of Electrical engineer/ Consultant/ Contractor

Supervisor's Valid License No.

(In case of Electrical Contractor) Contractor's License

Date:

Place:



## ANNEXURE – II

### ADDITIONAL POINTS FOR BUILDINGS HAVING OWN H.T. SUBSTATION

Billing Demand	-----KW/KVA
Maximum Demand (MD) of (preferably April / May / June months)	KW/KVA
Power factor and Peak Load as mentioned in the electricity bill (preferably April / May / June months)	P.F: Peak Load: -----KW/ KVA
Capacity of substation and voltage:	----- KVA -----KV

s.no	Description	Details	Remarks
1	Whether the permission for Sub-Station and DG Sets, Electric shock treatment chart, Electrical & Fire safety Charts, Single line diagram etc. are displayed in substation	YES/NO	
2	Whether emergency contact numbers of Fire station, Health center, Power Distribution Co., main contractor etc. are displayed at substation and control room	YES/NO	
2.1	Whether electrical danger plate (fig of skull & cross bones, 11KV/33KV/440V/230V) is provided on Main Electrical Panel / electrical room / operating areas	YES/NO	
3	Safety Materials like Fire extinguishers, Sand buckets, Rubber Mats, Hand Gloves, First aid box etc. are available in substation?		
4	Whether the inspection of substation/DG Set/Lifts is done by the Concerned Electrical Inspector at least once in a year and the required inspection fees paid well in time?	YES/NO	
5	Whether the observations by Electrical Inspector during his last visit have been attended? Date of his compliance report.	YES/NO	Copy of letters in this regard should be enclosed
6	Whether Preventive Maintenance of Breakers, Transformer, H.T. and L.T Panels etc. is carried out as per schedule and the contract for maintenance of Transformer/Breakers/ Panels etc. are given to respective manufacturer/ service Providers?	YES/NO	Attach the report
7	Whether (i) The maintenance Contractor has "A" Class Electrical contractors license and comply the requirement of the guidelines of the Concerned	YES/NO	Copies should be available with the concerned official

	State/ Central Govt.? (ii) The Workmen/ Technicians possess the wireman/ electrician/s license?		
8	In case of outdoor substation, (i) Whether the stone gities provided in substation yard? (ii) Whether the Substation structure fencing boundary is provided, painted and well maintained?	YES/NO	
9	Whether Earthing Test reports are provided by the Electrical Contractor / Maintenance contractor? Whether Proper nomenclature and painting is done on Electric Panels and Earthing pits?	Yes/No	
10	Whether Transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oil BDV test and confirm the BDV value whether it is permissible or not?	YES/NO	
11	Whether mechanical and electrical interlocks of critical equipment are provided and maintained in working condition? Operating manuals for critical equipment like transformer, breakers should be available at site ?	YES/NO	
12	Whether Automatic Power Factor Control (APFC) Panel is provided and Power Factor value is maintained higher than prescribed value ( say 0.90. It may be confirmed / verified from the electricity bill & APFC Panel meter)	YES/NO	
13	Whether Lightning Arrestor and Aviation light is provided ( Applicable only in case of Multi storied Building)	YES/NO	
14	Whether the Maintenance staff wear shoes and they are well mannered and well dressed	YES/NO	
15	Whether Some training/ Meeting with Maintenance Staff is conducted for discussion on energy conservation opportunities, challenges in Electrical safety etc.	YES/NO	
16	Thermography : Observations on thermo graphic images at Electric Panels, Distribution Boards . (Please also upload the thermo graphic images on the system)		

Signature

Name of the Auditor:

Name of Agency :

Supervisor's Valid License No. :

Date:

Place:





**SCOPE OF WORK**  
**ELECTRICAL SAFETY AUDIT**

Zone: \_\_\_\_\_ Region: \_\_\_\_\_ Branch: \_\_\_\_\_

S. No.	Work Description	Observations
1	Assessment of electrical load as per Annexure – 1	
2	Whether 3 phase or 1 phase electrical connection	
3	Whether HT line or LT line has been provided	
4	(a) Contract Load in KW (as in electrical bill) (b) Average power factor for HT connections	
5	Main incoming cable size in sq mm and its condition	
6	Condition of (a) Main panel (b) Switch fuse units (c) MCCBs (d) Voltmeter (e) Ammeter (f) Distribution MCBs (g) Kitkat fuse (h) checking of proper rating of protective devices	
7	Whether MCBs installed in distribution box for different section are online or by-passed	
8	Condition of electrical wiring- whether properly done in conduit pipe or is hanging, loose connection, joints in wiring etc.	
9	(a) UPS room condition, whether only UPS & batteries have been placed or it is being used to store other combustible material. (b) ) Whether any seepage observed	
10	(a) Number of earthing for electrical systems (b) Number of earthing for computer systems (c) condition of Earthing (pipe / Cu plate earthing) (d) Resistance of earthing, (e) Neutral to Earth voltage	
11	(a) Whether single isolating switch is used for whole premises (b) Whether total power supply is switched off after banking hours in evening. Give details. If yes, then what is the arrangement for charging the UPS after banking hours.	



12	(a) Measurement of voltage – (i) phase-to-phase (ii) phase to neutral (b) Measurement of current – each phase	
12	Generator capacity, make, age & its condition, whether open type or acoustic enclosure type	
13	Any Fire hazards observed. Please describe in detail	
14	Any other observations	

Signature with seal of the contractor  
(Name: \_\_\_\_\_)  
(Mobile No. \_\_\_\_\_)

Signature of Branch Manager/Chief Manager/AGM with seal  
(Name: \_\_\_\_\_)  
(Designation: \_\_\_\_\_)  
(Mobile No. \_\_\_\_\_)

Zone: \_\_\_\_\_ Region: \_\_\_\_\_ Branch: \_\_\_\_\_

**BRANCH / OFFICE ELECTRICAL LOAD**

S. No.	Name of item	Qty.	Watt	Total wattage (Quantity x watt)
1	Light fitting 2x36w			
2	Light fitting 1x13w			
3	Light fittings 1x14w			
4	Light fittings 1x40w			
5	Light fitting 2x40w			
6	Glow Signboard			
7	Halogen light			
8	Night lamp 15w			
9	Lamp / bulb 100w			
10	Ceiling fan			
11	Air conditioner 1.5TR			
12	Air conditioner 2.0TR			
13	T. V.			
14	Fridge			
15	Water purifier			
16	CFL 85W			
17	CFL 65W			
18	CFL 45W			
19	CFL 20W			
20	CFL 15W			
21	CFL 5W			
22	Exhaust fan			
23	Wall fan			
24	Water pump			
25	Tea vending machine			
26	Heater (Cooking)			
27	Blower Heater			
28	UPS 5 KVA			
29	UPS 7.5 KVA			
30	UPS 10 KVA			
31	Bulb 200W			
32	Air cooler			
33	Air exhaust			
34	Any other item (Please specify)			
Total connected load				

