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|--------|--------------------|
| GeM ID | GEM/2024/B/4968742 |
| DATE | 24.05.2024 |

State Bank of India

Local Head Office:
3rd Floor, Laldarwaja, Bhadra, Ahmedabad-380 001

SBI, Local Head Office, Ahmedabad invites on-line tenders through GeM portal for conducting electrical safety audit of SBI Offices/Branches/ATMs (on-site and off-site) in Gujarat including Union Territories of Daman& Diu and Dadra & Nagar Haveli.

PART – A: TECHNICAL BID

TENDER SUBMITTED BY:

NAME OF THE FIRM/COMPANY : -----
ADDRESS : -----

GSTN No. : -----
DATE : -----

NOTICE INVITING TENDERS

SBI, Local Head Office, Ahmedabad invites on-line tender through GeM portal for conducting electrical safety audit of SBI Offices/Branches/ATMs (on-site and off-site) in Gujarat including its Union Territories of Daman & Diu and Dadra & Nagar Haveli.

The details of tender are as under:

| S.No. | Description | |
|-------|--|---|
| 1. | Name of work | Proposed Electrical safety audit of the Branches / Offices / ATM's (On-site and Off-site) of SBI in Gujarat including union territories of Daman & Diu and Dadra & Nagar Haveli. |
| 2. | Nature of Work | Electrical Safety Audit |
| 3. | Time allowed for completion | (60 days) Two months from date of acceptance of work order. |
| 4. | Tender Processing Fees (Non refundable) | N.A. |
| 5. | EMD | 30,000.00 (Rs. Thirty Thousand Only) in the form of Demand Draft issued by any Nationalized Bank drawn in favour of "State Bank of India" payable at Ahmedabad |
| 6. | Start and end date for downloading of tender documents form Bank's website | 24/05/2024 to 13/06/2024 LINK: https://sbi.co.in/web/sbi-in-the-news/procurement-news |
| 7. | Pre-Bid meeting | 31.05.2024 |
| 8. | Last date & time for submission of online Technical bid, and Price Bid in GeM portal | 13.06.2024 |
| 9. | Address at which hard copy of EMD to be submitted | Assistant General Manager (P&E), State Bank of India, 2 nd Floor, SBI Tower 53A, Road 1C, Zone-5, DTA, Gandhinagar-382355 |
| 10. | Date and time of opening of online Technical bid and Price Bid | 14 / 06 / 2024 at 3:30 PM |
| 11. | Liquidated Damages | 0.50% of contract amount per weeks subject to max. 5% of contract value or final bill value. |
| 12. | Validity of offer | 90 days from the date of opening of Price-bid |
| 13. | Payment of bills | Payment will be made by the respective Administrative Office/RBO/Branch only after receiving the electrical safety audit report duly scrutinized and signed by the respective module Electrical Engineer. |

14. Tender document can be downloaded from the bank's web-site <https://sbi.co.in/web/sbi-in-the-news/procurement-news>. It shall be responsibility of the consultant to arrange and ensure that all pages of technical and price bid are properly downloaded and uploaded in GeM portal.
15. The electrical safety auditors shall sign and stamp each page of the tender document before uploading online in GeM.
16. No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before online price bid opening.
17. The SBI reserve its rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.
18. If any bidder failed to submit required documents for pre-qualification and EMD in hard copy on or before date mentioned in the NIT shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process. Not Applicable
19. 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.
20. Distribution of work: SBI reserve its right to distribute the work in the ratio 50:30:20 to L-1:L-2:L-3 bidders if L-2 & L-3 bidders are ready to work at L-1 rate with same terms & conditions.
21. Details of approximate number of Branches/Offices/ATMs are as under:
 Total number of Modules: 06
 Total Number of Regions: 36

| Administrative Office | Regional Business Office | Branches |
|-----------------------|--------------------------|----------|
| Ahmedabad | --- | 05 |
| Ahmedabad | 06 | 227 |
| Gandhinagar | 05 | 219 |
| Vadodara | 07 | 245 |
| Surat | 06 | 237 |
| Rajkot | 07 | 241 |
| Bhavnagar | 06 | 251 |
| TOTAL | 37 | 1425 |

ii. CPC's: 37

iii. Approximate number of ATMs: 2432

PRE-QUALIFICATION CRITERIA: (Please enclose documentary proof)

1. Bidder must have office in Gujarat.
2. Any Director/Partner/Proprietor of the firm must have B. Tech in Electrical Engineering with 5 years' experience
3. Bidder must have Electrical License for HT/LT work.
4. Firm must be established on or before 31.03.2019.
5. Firm must have similar nature single work order of Rs.24.0 Lakh or Two work order of Rs.15.0 Lakh each or Three work order of Rs.12.0 Lakh each.
6. Must have valid PAN and GST number.
7. Firm must have minimum turnover of Rs.9.0 Lakh

FORM TENDER

To,

Assistant General Manager (P&E),
State Bank of India, 2nd Floor,
SBI Tower 53A, Road 1C,
Zone-5, DTA,
Gandhinagar-382355

Dear Sir,

Having examined the detailed scope of works relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications, design, drawings and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for by, and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

| | |
|---|---|
| Description of work | Electrical safety audit of the Branches / Offices / ATM's of SBI in Ahmedabad Circle including Union Territories of Daman & Diu and Dadra & Nagar Haveli. |
| EMD | As per NIT |
| Percentage, if any, to be deducted from Bills and total amount to be retained | NA |
| Time allowed for completion of the Works from the date of written order | 60 days (Two Month) |

I/We have deposited a sum of **Rs. 5000/- (Rs. Five Thousand Only)** as Security Deposit with the State Bank of India which is not to bear any interest. Should I / We fail to execute the Contract when called upon to do so I/ We do hereby agree that this sum shall be forfeited by me/us to SBI Infra Management Solutions.

1) Our Bankers are: i)

ii)

The names of partners of our firm are: i)

ii)

Name of the partner of the firm Authorized to sign

Or

(Name of person having Power of Attorney to sign the Contract.)

(Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of Electrical safety auditors.

Signature and addresses of Witnesses

i)

ii)

ARTICLES OF AGREEMENT

(On non-judicial Stamp)

ARTICLES OF AGREEMENT made the _____ date of _____ between
SBI. Herein after called "Principle Employer" of _____ the One Part and
WHEREAS the SBI. is desirous of the work of **Electrical safety audit
of the Branches / offices / ATM's of SBI in Gujarat including union territories
of Daman & Diu and Dadra & Nagar Haveli** and has caused detailed scope of work
describing the work to be done to be prepared by the **SBI, AHMEDABAD.**

AND WHEREAS the said Specifications and the Schedule of Quantities have been
signed by or on behalf of the parties hereto.

AND WHEREAS the Consultant has agreed to execute upon and subject to the
Conditions set forth herein and to the Conditions set forth herein in the Special
Conditions and in the Schedule of Quantities and Conditions of Contract (all of which
are collectively hereinafter referred to as "the said conditions") the works shown upon
the said Drawings and / or described in the said Specifications and included in the
Schedule of Quantities at the respective rates therein set forth amounting to the sum
as therein arrived at our such other sum as shall become payable there under
(hereinafter referred to as "the said Contract Amount.)

NOW IT IS HEREBY AGREED AS FOLLOWS:

- 1) In consideration of the said Contract Amount to be paid at the times and in the
manner set forth in the said Conditions, the Contractor shall upon and subject to the
said Conditions execute and complete the work shown upon the said Drawings and
described in the said Specifications and the priced Schedule of Quantities.
- 2) The Employer shall pay to the Contractor, the said Contract Amount, or such other
sum as shall become payable, at the times and in the manner specified in the said
Conditions.

The term "the Architects" in the said Conditions shall mean the SBI, AHMEDBAD
,or in the event of their ceasing to be the Architects for the purpose of this Contract
for whatever reason, such other person or persons as shall be nominated for that
purpose by the Employer, not being a person to whom the Contractor shall object for
reasons considered to be sufficient by the Employer, PROVIDED ALWAYS that no
person or persons subsequently appointed to be Architects under this Contract shall
be entitled to disregard or overrule any previous decisions or approval or direction
given or expressed in writing by the outgoing Architects for the time being.

- 3) The said Conditions and Appendix thereto shall be read and construed as forming
part of this Agreement, and the parties here to shall respectively abide by submit

themselves to the said Conditions and perform the Agreements on their part respectively In the said Conditions contained.

- 4) The Plans, Agreements and Documents mentioned herein shall form the basis of this Contract.
- 5) This Contract is neither a fixed lump-sum contract nor a piece work contract but a contract to carry out the electrical safety audit work in respect of the entire building complex to be paid for according to Rates or as provided in the said Conditions. Bank reserve its right to distribute the work at lowest rate to the remaining consultants as per ration mentioned in the tender document, if they are willing to work.
- 6) The Consultant shall afford every reasonable facility for the carrying out of all works relating to electrical safety audit as per enclosed format in the manner laid down in the said Conditions.
- 7) The SBI reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
- 8) Time shall be considered as the essence of this Contract and the consultant/audit or hereby agrees to commence the work soon after the Site is handed over to him or from the date of issue of formal work order as provided for in the said Conditions whichever is later and to complete the entire work within 60 days subject to nevertheless the provisions for extension of time.
- 9) Payments shall be made by the respective Administrative Office/RBO/Branch.
- 10) All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Ahmedabad and only the courts in Ahmedabad shall have jurisdiction to determine the same.
- 11) That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

IN WITNESS WHEREOF THE SBI and the Consultant/auditor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.

SIGNATURE CLAUSE

SIGNED AND DELIVERED by the

_____ By the (Employer)

hand of Shri _____

(Name and Designation) In the

1) Shri _____

/Smt.

presence of:

(Signature of Employer)

(Signature of Witness)

Address _____

(Witness)

SIGNED AND DELIVERED by the

_____ By the
(Contractor)
safety auditors)

(Signature of Electrical

in the presence of:

Shri/ Smt. _____

(Signature of Witness)

Address _____

(Witness) _____

INSTRUCTIONS TO THE TENDERERS

1.0 Scope of work

Objective:

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/reduce the electrical/fire hazards and to improve the safety of the personnel. The audit shall mainly focus on:

- Identifying the potential electrical/fire hazards
- Boosting employee morale by providing safe working environment.
- Smoothing the operation and maintenance of electrical installation.
- Avoiding loss of properties, human life and costly equipment.
- Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
- Establishing procedures and process of safe working in electrical installation.

1.1: Statutory Requirements:

Electrical Safety Audit (ESA) of the Building and Electrical Installations shall be carried out with reference to applicable Indian Standard, Indian Electricity Rules(IE), and other relevant codes of Practice to identify potential electrical hazards to prevent or minimize accidents. The Audit should be carried out using calibrated instruments and personal protective equipment during field visits for inspection and data collection. During the Audit, the audit team should ensure that in addition to other provisions of the IE rules as per IE Act, the provisions contained in para 29 of the IE act specifically listed as under are complied with:

Para 29:- Construction, installation, protection, operation and maintenance of electric Supply lines and apparatus-

Para 29:- Construction, installation, protection, operation and maintenance of electric Supply lines and apparatus-

1.2: All electric supply lines and apparatus shall be of sufficient ratings for power, insulation and estimated fault current and of sufficient mechanical strength, for the duty which they may be required to perform under the environmental conditions of installation, and shall be constructed, installed, protected, worked and maintained in such a manner as to ensure safety of 2[human beings, animals and property]

1.3: Save as otherwise provided in these rules, the relevant code of practice of the 3[Bureau of Indian Standards] 4[including National Electrical Code] if any may be followed to

carry out the purposes of this rule and in the event of any inconsistency, the provision of these rules shall prevail.

1.4: The material and apparatus used shall conform to the relevant specifications of the 3[Bureau of Indian Standards] where such specifications have already been laid down.

1. Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.

2. Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.

3. Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.

4. Ins. by GSR 358, dt. 30.4.1987, w.e.f. 5.9.1987.

1.5: Relevant Codes of Practices:

Some of the relevant codes of practice are enumerated below:

- a. Indian Electricity Rules, 1956 (as amended up to date)
- b. IS: 5216 (Part-I) Recommendations on Safety Procedures and practices in Electrical Work.
- c. IS: 5216 (Part-II) Recommendations on Safety Procedures and practices in Electrical Work.
- d. IS: 1646-1961 Code of Practice for fire safety (General) : Electrical works
- e. IS: 4770: 1968 - Specifications for Rubber gloves for Electrical Purpose
- f. IS: 2309 Protection of Buildings and Allied Structures against Lightning
- g. Gazette Notification dated 20th September 2010 issued by Central Electricity Authority regarding Regulations for measures relating to safety and Electric Supply.
- h. National Building Code, 2005 (as amended up to date)
- i. Any other local guidelines / bylaws as applicable.

1.6: Brief Scope of work:

The scope of work for the electrical safety audit shall include but not limited to:

- a. **Study of existing safety measures**, procedures and system for controlling electrical hazards being followed in the office with respect to statutory and regulatory requirements, electricity rules etc. and suggest for further measures in case of any gap.
- b. **Preparation of earthing layout** encompassing all the accessible and working earth pits in the office premises. Each earth pit should be given a unique identification number and marked on building plan.
- c. **Earth Resistance Testing**

The earth resistance testing shall be carried out to measure the earth resistance on all the earth pits and its compliance with respect to Indian Electricity Rules may be verified. The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.

d. **Identification of any unbalancing of loads.** The unbalancing/overloading, if any, in the electrical installation viz. transformers, LT panels, Emergency panel, Floor Distribution Panels, Distribution Boards etc shall be identified with the help of measuring equipment. 6. **Identification of Hot Spots using thermal camera:** The hot spots, if any, in the electrical installation panels and distribution boards shall be identified with the help of thermal imaging/thermography.

e. **Checking Record of test reports** carried out by the OEMs or their authorized representatives for proper functioning of transformers, HT/LT switchgear and proper functioning of their protective relays, failsafe interlocking of Circuit breakers

f. **Checking of Elevators** for passenger and freight/bullion movement and passenger safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, firemen control/switch, wiring in shaft and machine room etc. Provided in the lift installations and gaps if any shall be identified and indicated in the audit report.

g. **Physical inspection of the sources of power supply** viz Transformers, substation equipment, DG set, UPS installations and associated power distribution electrical installations including power supply systems & wirings for server rooms, IT equipment etc shall be done with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice. Any leakage of oil in transformer, capacitor banks, diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc to be checked.

h. Checking provisions and sufficiency of AC services comprising AC units/ PAC systems and ventilation systems in areas housing electrical/IT equipment in 24x7x365 operations namely UPS systems, battery rooms, server rooms etc as per existing circulars and guidelines issued by the Bank. **Checking of the alternate operation** of the standby fans/AC units through timers or any OEM installed logic circuits etc for proper operation.

i. Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof as per Bank's guidelines.

j. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.

k. Checking of the protection devices in upstream and downstream switchgears and their settings to ensure that the same are in the desired graded manner as designed as per the requirements of existing standards including setting/adequacy of ELCB and their ratings for earth leakage protection.

l. Checking of the Lightning protection system of the building and ensuring that lightning arrestors are connected to two isolated earth pits. These pits should not be connected to electrical system earth.

m. Checking of Illumination level in various working area as per standard and identifying gaps/shortfalls if any as per process/area requirement.

- n. Checking of the provision of electrical shock treatment chart in Hindi and local language near electrical equipment and substation. Checking the record of the training provided to the electrical staff on electrical safety, shock treatment and to handle emergencies and artificial respiration.
- o. Checking the log of electrical accidents maintained.
- p. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
- q. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.
- r. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.
- s. Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installation. It is to be ensured that Fire buckets filled with free flowing sand and DCP/CO2 fire extinguishers are provided near electrical substation and electrical panel locations.
- t. Verifying that all the workmen engaged on electrical installation work has been provided Protective Equipment (PPE) i.e. insulated gloves, safety shoes and insulated tools etc. and the same are being used. These equipment should be periodically checked for their proper functioning.
- u. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
- v. To check the provision of insulated mats of ISI mark in front of all the electrical panels.
- w. To check the provision and use of proper height, strong and properly insulated ladders for the maintenance work.
- x. To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.
- y. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety

1.7: Equipment/measuring instruments

All the equipment/instruments required for carrying out the Electrical Safety Audit will have to be arranged by the firm without any extra payment to the Bank. The firm should have the following minimum equipment/instruments for Electrical Safety Audit:

- Three-phase Power analyser
- Thermography camera
- Earth tester
- Megger
- Any other equipment/instrument

Please note that the Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangement for all assistance.

1.8: Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in working office building without causing inconvenience to the normal working of the Bank. No power shut down will be provided during office hours. Power shut down required for the work will be given on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds. The firm should deploy only qualified and experienced Engineers/Technician having requisite licenses to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm. The persons carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection.

1.9: Submission of Report

After completion of the audit, post audit review meeting shall be held with the Bank's engineers detailing about their observations. The audit report shall include the status of the entire electrical installation observed by the audit team during the safety audit. The report shall also include the recommendations of the audit team for improvement in the electrical installations.

2.0: The representative of the SBI, Ahmedabad empanelled electrical consultant firm/company should obtain the permission from the AO/RBO in advance for

conducting electrical safety audit (contact details will be provided by the Bank) and should have copy of work order and firm/company identity card alongwith them.

3.0: Electrical Auditor shall inspect and audit all the installations like LT Panel, Switchgears, DBs, DG Set, Wiring & switches, Earthing, Loose wiring/cabling, Inspection of UPS System room, Server room etc. and carry out necessary testing as per enclosed format for electrical safety audit. Consultant/Auditor should enclose site photographs of main panels/DBs/UPSS Room/Server Room etc. They will submit Report (two copies) mentioning the condition of existing electrical system and suggesting remedial measures in case of any fault/ shortcoming with photographs. One copy of Report in the enclosed format is to be submitted at Branch and other at respective module engineer.

4.0: Consultant/Auditor should conduct a brief electrical safety awareness meeting with the Bank's staff members at the end of the safety audit of branch/office.

5.0: To check whether plug in socket arrangement at locker room/cash room/record room etc. are properly made.

5.0: To check whether LED light fittings/movement sensors have been installed.

6.0: Whether branch/office is having single switch for switching off non essential power supply (during night and holidays) of branch/office.

7.0: Site and its location

Electrical safety audit is to be carried out in various Offices / Branches / ATM's of SBI in Gujarat including union territories of Daman & Diu and Dadra & Nagar Haveli.

8.0: Tender documents

8.1: Theworkmustbecarriedoutstrictlyaccordingtotheconditionsstipulatedinthetender.

Instructions to tenderers General conditions of Contract Priced bid (Cover-B)

8.2: The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies, shall take precedence in the order given below;

- a) Price Bid
- b) General conditions of contract
- c) Instructions to Tenderers

8.3: Complete set of tender documents including relative drawings can be downloaded from the website www.sbi.co.in under "Procurement News" Section.

8.4: The tender documents are not transferable.

9.0: Site Visit:

9.1: The tenderer must obtain himself on his own responsibility and his own expenses all information and data that may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions local authorities requirement, traffic regulations etc; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

10.0: Security Deposit: (NA)

10.1: The EMD of the successful tenderers shall be kept as Security Deposit. The Security Deposit will be interest free.

10.2: SD in any other form other than as specified above will not be accepted. Tender not accompanied by the SD in accordance with clause 4.1 above shall be rejected.

10.3: No interest will be paid on the SD.

10.4: SD of unsuccessful tenderer (beyond maximum limit of distribution of work up to six electrical safety auditors) will be refunded within 30 days of award of Contract.

11.0: Signing of contract Documents:

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 07 days from the receipt of intimation of acceptance of the tender by the Bank. However, the written acceptance of the tenders by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered in to or not.

12.0: Completion Period:

Time is essence of the contract. The work should be completed in all respect accordance with the terms of contract within a period of **60 days** from the date of award of work.

13.0: Validity of tender:

Tenders shall remain valid and open for acceptance for a period of 90 days from the date of e-reverse auction. If the tenderer withdraws his/her offer during the value period or makes modifications in his/her original offer which are not acceptable to Bank without prejudice to any other right or remedy the Bank shall be at liberty forfeit the SD.

14.0: Liquidated Damages:

The liquidated damages shall be 0.50% per week subject to a maximum of 5% of contract value.

SIGNATURE OF THE CONSULTANT/AUDITOR WITH SEAL

GENERAL CONDITIONS OF CONTRACT

1.0 Definitions:-

“Contract means the documents forming the tender and the acceptance thereof and the formal agreement executed between SBI (client) and the contractor, together with the documents referred there in including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Architects / Bank and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.

In the contract the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

1.0.1 ‘SBI’ means employer having its Local Head Office at State Bank of India, 2nd Floor, SBI Tower 53A, Road 1C, Zone-5, DTA, Gandhinagar-382355.

1.0.2 ‘Architects shall mean **SBI, Gandhinagar.**

1.0.3 ‘Site Engineer’ shall mean an Engineer appointed by the SBI at site as their representative for day-to-day supervision of work and to give instructions to the electrical safety auditors.

1.0.4 ‘The Contractor’ shall mean the individual or firm or company whether incorporate or not, undertaking the works and shall include legal personal representative of individual or the composing the firm or company and the permitted assignees of individual or firms of company.

The expression ‘works’ or ‘work’ shall mean the permanent or temporary work description in the “Scope of work” and/or to be executed in accordance with the contract includes materials, apparatus, equipment, temporary supports, fittings and things of kinds to be provided, the obligations of the contractor hereunder and work to be done by the contractor under the contract.

1.0.5 ‘Engineer’ shall mean the representative of the Architect/consultant.

1.0.6 ‘Specifications’ shall mean the specifications referred to in the tender and modifications thereof as may time to time be furnished or approved by the Architect/Consultant.

1.0.7 “Month” means calendar month.

1.0.8 “Week” means seven consecutive days.

1.0.9 “Day” means a calendar day beginning and ending at 00 Hrs and 24 Hrs respectively.

1.1.11 SBI Engineer” shall mean The Electrical Engineer in-charge of the Project.

CLAUSE

1.0 Language:

The language in which the contract documents shall be drawn shall be in English.

2.0 Errors, omissions and discrepancies:

In case of errors, omissions and/ or disagreement between written and scaled dimensions on the drawings or between the drawings and specifications etc., the following order shall apply.

- i) Between scaled and written dimension (or description) on a drawing, the latter shall be adopted.
- ii) Between the written or shown description or dimensions in the drawings and the corresponding one in the specification the former shall be taken as correct.
- iii) Between written description of the item in the specifications and descriptions in bills of quantities of the same item, the former shall be adopted:
 - a) In case of difference between rates written in figures and words, the rate in words shall prevail.
 - b) Between the duplicate / subsequent copies of the tender, the original tender shall be taken as correct.

3.0 i) Letter of Acceptance:

Within the validity period of the tender the SBI shall issue a letter of acceptance directly or through the architect by registered post or otherwise depositing at the of the contractor as given in the tender to enter into a Contract for the execution of the work as per the terms of the tender. The letter of acceptance shall constitute a bind contract between the SBI and the consultant.

ii) Contract Agreement:

On receipt of intimation of the acceptance of tender from the SBI the successful tenderer shall be bound to implement the contract and within seven days there of shall sign an agreement in a non-judicial stamp paper of appropriate value.

4.0 Protection of works and property:

The contractor shall continuously maintain adequate protection. of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss, except due to

causes beyond his control and due to his fault or negligence.

He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protections of his employees on the works and shall comply with all applicable provisions of Govt. and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property on about or adjacent to his place of work. The contractor shall take insurance covers as per clause at his own cost. The policy may be taken in joint names of the contractor and the SBI and the original policy may be lodged with the SBI.

5.0 Assignment and subletting:

The whole of work included in the contract shall be executed the contractor and he shall not directly entrust and engage or indirectly transfer, assign or underlet the contract or any part or share there of or interest therein without the written consent of the SBI through the Architect and no undertaking shall relieve the contractor from the responsibility of the contractor from active & superintendence of the work during its progress.

6.0 Insurance of works:

Without limiting his obligations and responsibilities under the contract the contractor shall insure in the joint name so that SBI And the contractor against all loss of damages from whatever cause arising other than the excepted risks, for which he is responsible under the terms of contract and in such a manner that the SBI and contractor are covered for the period stipulated I clause of GCC and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations under clause.

The Works for the time being executed to the estimated current Contract value thereof, or such additional sum as may be specified together with the materials for incorporation in the works at their replacement value.

Such insurance shall be effected with an insurer and in terms approved by the SBI which approval shall not be unreasonably withheld and the contractor shall whenever required produce to the Architect / consultant the policy if insurance and the receipts for payment of the current premiums.

7.0 Damage to persons and property:

The contractor shall, except if and so far as the contract provides otherwise indemnify the SBI against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation of damages for or with respect to:

- a) The permanent use or occupation of land by or any part thereof.
- b) The right of SBI to execute the works or any part thereof on, over, under, in or through any lands.
- c) Injuries or damages to persons or properties which are unavoidable result of the execution or maintenance of the works in accordance with the contract.
- d) Injuries or damages to persons or property resulting from any act or neglect of the SBI their agents, employees or other electrical safety auditors not being employed by the contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the SBI, their employees, or agents or other employees, or agents or other electrical safety auditors for the damage or injury.

8.0 Contractor to indemnify SBI:

The contractor shall indemnify the SBI against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the provision sub-clause 8.0 of this clause.

9.Suspension of work:

The contractor shall, on receipt of the order in writing of the Architect / consultant (whose decision shall be final and binding on the contractor) suspend the progress of works or any part the offer such time and in such manner as Architect/consultant may consider necessary so as not to cause any damage or injury to the work already done or endanger the safety thereof for any of following reasons:

- a) On account any default on the part of the contractor, or
- b) For proper execution of the works or part thereof for reasons other than the default the contractor, or
- c) For safety of the works or part thereof.

10.0 Settlement of Disputes and Arbitration:

All disputes arising out of or in way connected with this Agreement shall be deemed to have arisen at Ahmedabad and only courts in Ahmedabad shall have the jurisdiction to determine the same

11.0 Safety Codes:

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases when the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra labour shall be engaged for holding ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.

LETTER OF DECLARATION

To,
Assistant General Manager (P&E),
State Bank of India, 2nd Floor, SBI Tower 53A,
Road 1C, Zone-5, DTA,
Gandhinagar-382355

Dear Sir,

Proposed Electrical safety audit of the Branches / offices / ATM's of SBI in Gujarat including union territories of Daman & Diu and Dadra & Nagar Haveli.

Having examined the terms & conditions, drawings, specifications, design relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the quotation, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum on the item rate basis mentioned in the attached schedule and in accordance in all respect with the specifications, design, drawings and instructions in writing referred to in conditions of Tender, the articles of agreement, conditions of contract and with such conditions so far as they may be applicable.

MEMORANDUM

| | | |
|-----|---|---|
| (a) | Description of work | Proposed Electrical safety audit of the Branches / offices / ATM's of SBI in Gujarat including union territories of Daman & Diu and Dadra & Nagar Haveli. . |
| (b) | Security Deposit | As per NIT |
| (c) | Time allowed for completion of work from the date of issue of work order. | 60 days from the date of commencement as per tender. |

Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to SBI, the amount mentioned in the said conditions.

I/we have deposited Demand Draft / Banker's Cheque / FDR for a sum of **Rs. 5000/-** as Security Deposit with the SBI. Should I/we do fail to execute the contract when called upon to do so, I/we hereby agree that this sum shall be forfeited by SBI.

We understand that as per terms of this tender, the SBI may consider accepting our

tender in part or whole or may entrust the work of electrical safety audit of various Branches/Office buildings/ ATMs proposed in phases. We, therefore, undertake that we shall not raise any claim/compensation in the eventuality of Bank deciding to drop any of the Branches / Office buildings / ATMs from the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us in phases on our approved rates and within the stipulated time limit without any extra claim for price escalation.

Yours faithfully,

Signature of contractor With Seal

FORMAT FOR ELECTRICAL SAFETY AUDIT

| | |
|---|------------------------------------|
| Branch Code and Name | |
| Address | |
| BM PF No. and Name | |
| Sanctioned load | -----KW/KVA |
| Connected load | -----KW/KVA |
| Average 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 are provided with proper rating to cater the load | YES/NO | |
| 2 | Whether ELCBs are provided with proper rating to cater the load | YES/NO | |
| 3 | Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works | YES/NO | |
| 4 | 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 | |
| 5 | Whether Water Seepage is observed near any of the Electrical Panel, Distribution Boards, Electrical equipment etc. | YES/NO | |
| 6 | Whether Earthing pits are provided and connected to the equipment, Body of the connected equipment | YES/NO | |
| 7 | Whether the Earthing Pits are properly maintained | YES/NO | |
| 8 | Whether proper exhaust fan for ventilation of panel room/electrical room/UPS room is provided and paper, old materials or any other scrap kept near DB/Panels/UPS/Batteries etc. are not kept there. | YES/NO | |
| 9 | 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 | |
| 10 | Whether load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connection /haphazard wirings observed in the Branch/office premises | YES/NO | |

| | | | |
|-----------|--|--------|--|
| 11 | Whether isolating switch is provided for the switching off of then on essential loads premises during night and main switch to switch off the power supply to the branch in case of Fire/emergency. | YES/NO | |
| 12 | 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 AC's and protect them from Overload | YES/NO | |
| 13 | 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 manufactures/service providers? | YES/NO | |
| 14 | Whether mechanical 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 AC's during the night) | YES/NO | |
| 15 | Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians/skilled technician. | YES/NO | |
| 16 | General condition of electrical control panels, main switch, electric meter board and change over switch AC's, water cooler, water filter ,wiring cables etc. is good and all DB's, Panels, switch boards are properly covered | YES/NO | |
| 17 | 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 | |
| 18 | Whether the power factor panel of appropriate rating is installed | YES/NO | |
| 19 | FIRE PREVENTION MEASURES | | |
| (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 stationary/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 | |
| 20 | SERVER AND UPS ROOM | | |

| | | | | |
|-------|---|--------|--------------|--|
| (i) | <u>Server room</u> Server room has dual AC units having timer circuit device with independent circuit. | Server | YES/NO | |
| (ii) | Whether metal body Exhaust fan installed in UPS room | | | |
| 21 | ELECTRICAL SAFETY | | | |
| (i) | Power Supply to record/Stationary room is made through plug and socket arrangement? | | YES/NO | |
| (ii) | Whether LED lights have been installed, if not then number of 2x2, down lights, 4 feet LED lights required in the branch/office 2X2 (36 watts) Down light (12/15 watts) 4 Feet (28 watts) | | | |
| (iii) | Whether motion sensors have been installed, if not then number of motion/occupancy sensors required | | YES/NO | |
| 22 | FIRE PROTECTION /FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM | | | |
| | Are fire extinguishers available in the following work area and clearly marked and accessible? A. System/UPS Room: CO2 (3Kg. /4.5Kg)X2 B. Banking Hall : Water CO2 type C. Stationary Room : Water CO2 type | | YES/NO | |
| 23 | DG SET/ GENERATOR | | | |
| 24 | At least two 6 Kg. ABC Capacity fire extinguishers are placed near the diesel generator | | YES/NO NA | |
| 25 | Whether electrical safety and energy saving awareness meeting with the staff members conducted after electrical safety audit of the branch/office by the auditor. | | YES/NO | |

Details Of UPSS:

Note: Following details to be furnished by the auditor along with the audit report:

- i) Single line diagram and details electrical equipments installed in the Branch to be submitted by the auditor alongwith the report.
- ii) Photographs of main electrical panel/DBs and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.
- iii) Detailed estimates (BOQ) for compliance of audit report

Name of Electrical Engineer/Consultant/Contractor

Supervisor's Valid License No.

Date:

Place:

ANNEXURE-II

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT SUB-STATION

| | | |
|--|---------|---------|
| Billing Demand | Kw | KVA |
| Maximum Demand (MD) of (preferably April/May/June months) | Kw | KVA |
| Power factor and Peak Loads mentioned in the electricity bill (preferably April/May/June months) | Leading | Lagging |
| Capacity of sub-station and Voltage | KVA | KV |

| S. No. | Description | Details | Remarks |
|--------|---|---------|---------|
| 1 | Whether the permission for Sub-Station and DG Sets, Electric shock treatment chart, Electrical and Fire safety charts, Single line diagram etc. are displayed in sub-station | Yes/No | |
| 2 | Whether emergency contact numbers of Fire Station, Health Centre, Power Distribution Co., Main contractor etc. are displayed at sub-station and control room. | Yes/No | |
| 2.1 | Whether electrical danger plate (fig. of skull & cross bones, 11 KV/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 sub-station. | | |
| 4 | Whether the inspection of sub-station/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 | |
| 6 | Whether preventive maintenance of Breakers, Transformer, HT & LT panels etc. is carried out as per schedule and the contract for maintenance of Transformer/Breakers/Panels etc. are given to respective manufacturer/service provider. | Yes/No | |
| 7 | Whether | Yes/No | |

| | | | |
|----|--|--------|--|
| | <p>(i) The maintenance contract has "A" class electrical safety auditors license and comply the requirement of the guidelines of the concerned State/Central Govt.?</p> <p>(ii) The workmen/Technicians possess the wireman/electrician license.</p> | | |
| 8 | <p>In case of outdoor substation</p> <p>(i) Whether the stone gities provided in substation yard?</p> <p>(ii) Whether the sub-station structure fencing boundary is provided painted and well maintained.</p> | Yes/No | |
| 9 | <p>Whether Earthing Test reports are provided by the Electrical Contractor/Maintenance contractor?</p> <p>Whether proper nomenclature and painting is done on Electric Panels and Earthing pits?</p> | Yes/No | |
| 10 | <p>Whether Transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oli BDV test and confirm the BDV value whether it is permissible or not.</p> | Yes/No | |
| 11 | <p>Whether mechanical and electrical interlocks of critical equipments are provided and maintained in working condition? Operating manuals for critical equipments like transformer, breakers should be available at site?</p> | Yes/No | |
| 12 | <p>Whether Automatic Power Factor control (APFC) panel is provided and power factor value is maintained higher than prescribed value (say 0.090 it may be confirmed/verified from the electricity bill & APFC panel meter)</p> | Yes/No | |
| 13 | <p>Whether lightening arrestor and Aviation light is provided (Applicable only in case of multi stories buildings)</p> | Yes/No | |
| 14 | <p>Whether the maintenance staff wear shoes and they are well mannered and well dressed.</p> | Yes/No | |
| 15 | <p>Whether some training/meeting with maintenance staff is conducted for discussion on energy conservation opportunities, challenges in Electrical Safety etc</p> | Yes/No | |

| | | | |
|----|---|--|--|
| 16 | Thermography observation 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:

(PRICE BID)

| Sr. No. | Description of item | Rate per Branch/Office/ATM Site (Rs.) |
|---------|---|---------------------------------------|
| 1 | Electrical safety audit of Branch / Office having LT connection with on site ATM. Audit to be conducted as per enclosed format given in Annexure-I | |
| 2 | Electrical safety audit of Branch / Office having LT connection without on site ATM. Audit to be conducted as per enclosed format given in Annexure-I | |
| 3 | Electrical safety audit of Branch / Office / Building with HT connection/Sub Station with or without ATM. Audit to be conducted as per enclosed format given in Annexure-I & II | |
| 4 | Electrical safety audit for offsite ATM (Number of ATM may be one or more). Audit to be conducted as per enclosed format given in Annexure-I | |
| | TOTAL (Rs.) | |

(Amount quoted should be inclusive of all charges and taxes except GST. GST shall be paid extra as applicable as per actual)

(Signature of the authorized person with stamp)

Date:

Place:

Email:

Mobile No.: