

**Pre-qualification of Electrical Safety Audit -2021-22**

**in IDBI Tower**

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## DISCLAIMER

The information contained in this application document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of IDBI Bank Limited (“IDBI Bank / Bank”), is provided to the bidder(s) on the terms and conditions set out in this application.

This application is not an agreement and is neither an offer. The purpose of this document is to provide applicants who are qualified to submit the bids (“Bidders”) with information to assist them in formulation of their proposals (“Bids”). This application does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. Bank makes no representation or warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

The information contained in the document is selective and is subject to update, expansion, revision and amendment. IDBI Bank does not undertake to provide any Bidder with access to any additional information or to update the information in this document or to correct any inaccuracies therein, which may become apparent. IDBI Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available/accessible to all recipients by IDBI Bank.

IDBI Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document.

IDBI Bank reserves the right to reject any or all the responses to the tender documents / Bids received in response to this tender document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of IDBI Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.

**It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, response to bidder’s queries etc., if any to the application, will not be published through any advertisement in newspapers or any other media. Prospective bidders shall regularly visit Bank’s website for any changes / development in relation to this application.**

## SECTION-1

### General Terms & Conditions:-

- I. IDBI Bank Ltd. ( “the Bank”) invites applications for pre-qualification of consultant towards Electrical Safety Audit 2021-22 in IDBI Tower.
- II. The last date for submission of application is **April 06, 2021 at 05:00 PM.**
- III. The above application will be valid for 60 days from last date of submission of application.
- IV. The above application document can be downloaded from the website [www.idbibank.in](http://www.idbibank.in) in Notices & Tenders. Corrigendum, if any, would appear only on the above website. No separate press advertisement will be issued.
- V. The application document duly completed in all respects giving the aforesaid information is required to be addressed to the officer as indicated below and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as "**Application for pre-qualification of consultant for Electrical Safety Audit 2021-22 in IDBI Tower.** “ and dropped in the tender box kept for the purpose on or before **at 05 :00 PM on April 06, 2021.** The sealed cover to be addressed to  
**GM (IMD), IDBI BANK LTD.,  
14<sup>th</sup> floor , IDBI Tower, WTC Complex,  
Cuffe Parade , Mumbai -400005.**
- VI. The sealed cover should necessarily be dropped in the tender box on above location only which is kept for the above purpose. The Bank would not be responsible in case the tender is handed over or submitted in person to any official/person in the office. Further, Bank would also not be responsible for delay in submission of application through courier / post.
- VII. Applicant which do not fulfill all or any of the Bank’s terms & conditions and/or incomplete in any respect are liable to be rejected. Any discrepancies, omission, ambiguities in the application format may be brought to the notice of Bank’s officials during Pre-Bid meeting to get necessary clarifications in the matter. Bank’s shall not be responsible if any discrepancies, omission, ambiguities in the application format or any doubts are brought to the notice of Bank after pre-bid meeting. Queries may be sent on the e-mail id [sharma.sunil@idbi.co.in](mailto:sharma.sunil@idbi.co.in) & [Choudhary.raja@idbi.co.in](mailto:Choudhary.raja@idbi.co.in) on or before pre-bid meeting as mention in point no. VIII.
- VIII. Pre-bid meeting will be scheduled on **March 31, 2021 at 11:00 AM** at 14th floor , IDBI Tower, WTC , Mumbai -400005.

The Bank reserves the right to reject any application without assigning any reason thereof and to restrict the list of applicants to any number as deemed suitable, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and to go in for re-advertisement without assigning any reason thereof.

For any clarification the applicants may contact at telephone nos. :- **022-66553002/022-66553634.**

Mumbai  
Date :- March 23, 2021

S/d  
General Manager (IMD)

## SECTION-2

### Eligibility Criteria:-

- 1) The engineer carrying out the Electrical Audit must be an accredited energy auditor from BEE (Bureau of Energy Efficiency). (Certificate to be enclosed )
- 2) The firm should be empaneled as Energy Service Company by Bureau of Energy Efficiency.(Certificate to be enclosed).
- 3) The applicant should have executed the work pertaining to Electrical Audit of minimum G+10 Floor building.
- 4) The applicant should have executed Electrical Audit of following Electrical Installation :-
  - a. Minimum 3 Nos. of 1500 KVA Transformer.
  - b. Minimum 11 KV HT panel.
  - c. Minimum 500 KVA DG set panel (Emergency light purpose).
- 5) Agency / Individual who had executed electrical safety audit works in Public Sector Buildings / Offices / Industries, Government Buildings , Government Sponsored Energy Conservation Projects , Reputed IT buildings etc for last 5 years.
- 6) Agency / Individual, the average annual turnover should not be less than 15 lacs during each of the past three years ending 31<sup>st</sup> March 2020 for the work related to Safety related Consultancy and advisory services. Sale & Installation of the Electrical Equipment will not be considered for assessing the turn over. CA certificated document to be submitted as documentary proof along with the Application.
- 7) List of technical staff with qualification and relevant experience shall be enclosed.
- 8) The Electrical Safety auditor should have full – fledged office in Mumbai (Proof of address to be enclosed)
- 9) Copy of experience certificates and work orders shall be enclosed.

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### **SECTION-3**

#### **SCOPE OF WORK FOR ELECTRICAL SAFETY AUDIT**

1. 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 the Maharashtra Electricity Department Guidelines.
2. Review of protection devices such as MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not.
3. Review of adequacy of Wires/Cable sizes based on actual load current measurements, insulation resistance, tightness of terminations.
4. 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.
5. 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.
6. Check for any loose contacts at the mains switches, DB, Switch boards etc.
7. Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
8. 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.
9. Evaluating whether the demand load is within the sanctioned load with proper load balancing.
10. Verification of the operation of system room Air conditioners with timer mechanism.
11. Report must consist of your Observations on account of the Electrical safety and various Measures suggesting for the improvement of the safety existing systems.
12. Preparation of Safety audit report and submission within the completion period in triplicate with non-scale layout of the office 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.
13. Review of the Existing condition of the HT transformer, Substation, Main panels, Load break switch.
14. Thermo graphic images of DB's, panel boards shall be enclosed with the report.
15. A detailed Estimate & BOQ (Bill of Quantity) of the discrepancies if any should be submitted along with audit report so that defects can be rectified. After rectification of defects final clearance has to be provided.

16. Firm has to submit Estimation of Expenditure & BOQ for the defects notice during Electrical Audit. The estimate of expenditure should contain full technical detail/description of the items to be provided.

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**FORMATS & ANNEXURES**

**ANNEXURE-1**

**APPLICATION FOR ELECTRICAL AUDITORS FOR CONDUCTING SAFETY AUDITS FOR  
VARIOUS SBI OFFICES/BRANCHES**

|    |   |  |
|----|---|--|
| 1. | Name of the Firm / Electrical Safety Auditors<br><br>/Electrical Consultants/Electrical Engineers   |  |
| 2. | Address   |  |
| 3. | Telephone nos. including Mobile no.   |  |
|    | . E-mail Id   |  |
|    | Constitution of the Firm<br><br>(Proprietorship/Partnership/Company)  |  |
|    | Year of Establishment of firm   |  |
|    | Name of Partners/Associates/Directors.  |  |
|    | Agency / Individual who had executed electrical safety audit works in Public Sector Buildings / Offices / Industries, Government Buildings , Government Sponsored Energy Conservation Projects , Reputed IT buildings etc for last 5 years. |  |
|    | Name and value of other similar major works on hand in PSU/Banks/Govt Organizations/Software firms  |  |
|    | List of Technical Personnel employed with profession experience and qualification.  |  |
|    | List of other staff employed.   |  |
|    | List of office equipment's owned by the Firm.   |  |

|  |   |  |
|--|---|--|
|  | Banker's Name   |  |
|  | List of registration with other Organizations   |  |
|  | Whether registered with the GST authorities<br>. If so, mention number & date.  |  |
|  | Agency / Individual, the average annual turnover should not be less than 10 lacs during each of the past three years ending 31 <sup>st</sup> March 2020 for the work related to Safety related Consultancy and advisory services. Sale & Installation of the Electrical Equipment will not be considered for assessing the turn over. CA certificated document to be submitted as documentary proof along with the Application. |  |

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

Certified that the above particulars furnished are true. I/we understand that in the event of any of the inputs found to be incorrect/false my/our application is liable to be rejected and empanelment will be canceled, apart from inviting other legal actions.

Date:

Signature of authorized signatory with seal Place:

**ANNEXURE-2**

**Organization setup of the company**  
**(Details to be furnished in the following format)**

| S.No. | Name | Designation | Qualification | Professional Experience and details of work carried out | Years with firms | Remarks |
|-------|------|-------------|---------------|---|------------------|---------|
|       |      |             |               |   |                  |         |
|       |      |             |               |   |                  |         |
|       |      |             |               |   |                  |         |
|       |      |             |               |   |                  |         |
|       |      |             |               |   |                  |         |
|       |      |             |               |   |                  |         |
|       |      |             |               |   |                  |         |

**Signature of Bidder with Seal**

**ANNEXURE-3**

**Tender for :** \_\_\_\_\_

**DETAILS OF EXPERIENCE CERTIFICATES FOR THE WORK EXECUTED  
DURING LAST 05 YEARS**

| S.N o. | Name of work and its location | Name of Client | Date and No. of Completion Certificate | Date of Start | Date of Completion | Cost of the Contract on completion | Value of TDS in case of Private Work |
|--------|-------------------------------|----------------|--|---------------|--------------------|------------------------------------|--------------------------------------|
| 1      |                               |                |  |               |                    |                                    |                                      |
| 2      |                               |                |  |               |                    |                                    |                                      |
| 3      |                               |                |  |               |                    |                                    |                                      |
| 4      |                               |                |  |               |                    |                                    |                                      |
| 5      |                               |                |  |               |                    |                                    |                                      |
| 6      |                               |                |  |               |                    |                                    |                                      |

1. Certified that the Completion Certificates of above works are enclosed with the application Documents.
2. Details mentioned in the above Form are as per Completion Certificates and have not been presumed.

If any detail is not mentioned in the Work Completion Certificate, documentary proof of detail is to be submitted and uploaded on Tender Website along with the Completion Certificate

**Signature of Bidder with Seal**

**ANNEXURE-4**

**DETAILS OF WORK IN HAND**

| S. No | Name of work and its location | Name of Client | Date of Start of Contract | Date of Completion of Contract | Time period of the contract | Estimate Cost of the Work | Value of TDS in case of Private Work ,if any | Remark |
|-------|-------------------------------|----------------|---------------------------|--------------------------------|-----------------------------|---------------------------|--|--------|
| 1     |                               |                |                           |                                |                             |                           |  |        |
| 2     |                               |                |                           |                                |                             |                           |  |        |
| 3     |                               |                |                           |                                |                             |                           |  |        |
| 4     |                               |                |                           |                                |                             |                           |  |        |
| 5     |                               |                |                           |                                |                             |                           |  |        |
| 6     |                               |                |                           |                                |                             |                           |  |        |

**Signature of Bidder with Seal**

**(On letterhead of Firm/ Individual)**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s..... having registered office at..... has not been disqualified/blacklisted by RBI ,any Public Sector Bank , Govt. bodies etc during the last three years

Date:

Signature of the Authorized Signatory

Place:

[Name of the Chartered Accountant Firm]

Firm Registration No:

**DETAILS OF SIMILAR WORKS EXECUTED DURING LAST 05 YEARS**

| <b>S.No.</b> | <b>Name of work and its location</b> | <b>Name of Clients</b> | <b>Estimated value of works</b> | <b>Actual Date of Start</b> | <b>Actual date of completion</b> | <b>Period of Contract</b> | <b>Reasons for the variation/ delay, if any</b> |
|--------------|--------------------------------------|------------------------|---------------------------------|-----------------------------|----------------------------------|---------------------------|---|
| 1            |                                      |                        |                                 |                             |                                  |                           |   |
| 2            |                                      |                        |                                 |                             |                                  |                           |   |
| 3            |                                      |                        |                                 |                             |                                  |                           |   |
| 4            |                                      |                        |                                 |                             |                                  |                           |   |
| 5            |                                      |                        |                                 |                             |                                  |                           |   |
| 6            |                                      |                        |                                 |                             |                                  |                           |   |

**If any detail is not mentioned in the Work Completion Certificate, documentary proof of detail is to be submitted.**

**Signature of Bidder with Seal**

**TURN OVER FOR LAST THREE YEARS**

**(Details to be filled online)**

Financial Analysis : This certificate is to be submitted in original along with the Bid Documents

|     |   | 1 <sup>st</sup> FY<br>Rs.(In Lacs) | 2 <sup>nd</sup> FY<br>Rs.(In Lacs) | 3 <sup>rd</sup> FY (ending<br>31 <sup>st</sup> March<br>31,2020)<br>Rs.(In lacs) |
|-----|---|------------------------------------|------------------------------------|--|
|     |   | A                                  | B                                  | C  |
| (i) | Annual Turnover<br>for the Financial<br>Year (FY) |                                    |                                    |  |

II. CA certificate towards average annual turnover statement of previous three Financial Years is to be enclosed.

**Signature of Bidder with seal**