

**CENTRAL BANK OF INDIA**

**E-TENDER**

for

All India Yearly Rate Contract for

Electrical Safety Auditors

for Electrical Safety & Energy Audit

of Various Branches & Offices of

**Central Bank of India**

**Tender Reference Number: - CO/BSD/ELECT-ESA/UPS/2025-26/173**

**Last Date of Submission :19.09.2025**



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**NOTICE INVITING E-TENDER (NIT)**

**Subject :-**

E-Tender for All India Yearly (2025-26) Rate Contract for Electrical safety Auditors for Electrical Safety & Energy Audit (ESA) for various branches & offices of Central Bank of India

Dear Sirs,

**Central Bank Of India** invites sealed E-Tender offers technical & commercial offer from eligible vendors (as per pre-qualification criteria), on ALL INDIA RATE CONTRACT for ESA of its various offices/Branches located under administrative offices of ZO and Regions (details annexed) Vendors to apply for the preferred Zone only. The Bank intends have panel of auditors(at least 2) in each Zone.

The E-Tender document is enclosed in this E-Tender form and further details are given below:-

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Particular** | **Description** |
| 1. | E-Tender Reference No. | CO/BSD/ELECT-ESA/2025-26 |
| 2. | Client | Central bank of India  BSD, 16th Floor, Central Office,  Central Bank of India,  Chandar Mukhi Building, Nariman Point,  Mumbai – 400 021  Tele :- (022) 66387564 |
| 3. | Contact: | AGM-Electrical, BSD CO |
| 4. | Scope of Work | ESA |
| 5. | Area Under Scope of Work | Bank Branch & Offices located under administrative offices of ZO and Regions |
| 6. | Completion Period | 2 weeks / 14 Days from the date of Release of Order Including Holidays |
| 7. | Defect Liability Period/Warranty | 12 Months from the date of Audit |
| 8. | Date of Release of NIT | 11.08.2025 |
| 9. | Last Date for Queries / Seeking Clarifications (if any) on E-mail agmelectrical@centralbank.co.in | 20.08..2025 |
| 10. | Pre-Bid Meeting | 22.08.2025 |
| 11. | Pre-Bid Meeting Address | 16th floor Chandermukhi |
| 12. | E-Tender Document Availability | On Bank’s Official Website  [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) and ABC E procure. |
| 13. | E-E-Tender fee (nonrefundable) | **Rs1,000/- In Bank’s account details provided.** |
| 14. | Last Date and Time for receipts of E-Tenders | **19.09.2025 upto 3pm** |
| 15. | Date & Time of Opening of Technical Bid | **To be intimated later** |
| 16. | Date & Time of Opening of Commercial Bid | To be intimated later |
| 17. | Address for uploading E-Tender | ABC E procure details provided in tender |
| 18. | Address for Communication | Asst. General Manager - Electrical,  16th floor Chandermukhi  Nariman Point, Mumbai – 400 021.  Ph. :022-26713640/66387564/7045445080 |



**Instructions for bidders**

Tenders, which do not fulfill all or any of the above condition and conditions mentioned in the tender documents or are incomplete in any respect, are liable to be rejected.

Any discrepancies, omissions, ambiguities in the tender documents for any doubts as to their meaning should be reported in writing to the office of AGM-Electrical, who will review the questions and issue a clarification to all the tenderers, which will become part of the contract documents.

Tenderers are requested to make themselves familiar with the work conditions/areas before submitting the tenders.

Bank reserves the right to divide and distribute the work section wise and item wise. This may please be noted by the Tenderer. In such cases the decision will be solely at the discretion of Bank, including that of assignment of works. Tenderers are advised to ensure strict observance of commercial aspect of this tender and also of the following points: -

**Date of Commencement**: **IMMEDIATELY** on awarding the work

**Time of Completion: -**

1. 90Days from the date of issue of letter of intent / Purchase order including holidays complete Zone for which agency is on Approved Panel .
2. The onus of co-ordination with Regional offices /branches for any disciplines in services or works will lie on the tenderer.
3. It may please be noted that all documents that comprise the tender documents should be signed and sealed by the tenderer.
4. No part of the bill of quantities or drawings (if any) should be deleted.
5. **Validity period of offer**: The Tender shall remain open for acceptance for 180days from the date of opening of price bids. And for entire period of contract once awarded.
6. **Liquidated damages** **0.5%** (Zero Point Five) of the contract / bill amount per week or part there or subject to maximum of **10%** of the Contract / Bill amount.
7. **Defects Liability Period**: 12 **months warranty** from the date of Audit certified by Bank. The successful tenderers will enter into an agreement with the Bank as per the standard format within next 10 days on receipt of Letter of Acceptance of tender from Bank.
8. Terms and Conditions and various format and proforma for submitting the tender offer are described in the tender document and its Annexures.

We hope you will positively participate in the tender and submit your most competitive offer.

Thanking you,

AGM -Electrical

BSD CO Nariman Point

Mumbai



**APPLICATION FORM**

(Please strike-off which is not applicable)

1. **Name of the Bidder**
2. **Full Postal Address** of the Applicant in preferred Zones Applied for. (Proof must be Annexed A-1)
3. **Contact Details**:

Phone Number

Mobile No

Email Id

1. **Year of Establishment** (Proof Annexed A-2)
2. **Status of the Firm** whether company/firm / proprietary (Proof Annexed 3)
3. **Name of the Proprietor**/ Partners / Directors of the Organization / Firm with Qualification.
4. **Banker’s Details**

Banker’s Name:

Full Postal Address:

Telephone No.:

Account No.:

Type of Account :

1. **Empanelment**

If, you are registered/empaneled as Electrical Safety Auditor with other organizations /statutory bodies such as CPWD, PWD, MES, Banks etc. furnish their names, category and date of registration. (Proof Annexed 4)

1. **PAN and GST Registration Certificate** (Proof Annexed 5)
2. **Annual turnover for the last 3 years**. (Proof Annexed 6)
3. **Detailed description of similar works done** during last 5 years as per the criteria given, for PSU/Banks/Govt Organizations/reputed private sector companies by the Applicant. Details such as Name of organization, value of work done and date of completion to be furnished along with copies of work orders and Completion certificates. (Proof Annexed 7)
4. **Name of BEE (Bureau of Energy Efficiency)**, Govt. of India accredited Electrical Energy or safety Auditors (copy of accreditation Annexed for each auditor Annexed 8)



**ELIGIBILITY CRITERIA**

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Qualification Criteria** | **Documents Required** |
| 1 | Should have graduation in Electrical Engineering with 03 years of  experience in electrical installation and safety audit or safety related works.  OR  Should have Electrical supervising license from concerned licensing  authority of the state or central governments with minimum 05 years’  experience in electrical installation and safety related works. | Copy of document proof to be enclosed in this regard. |
| 2 | BEE accredited Electrical Energy/Safety Auditor preferred. | Proof /certificate to be attached |
| 3 | The minimum average annual turnover of the Vendor shall be Rs30lakhs in last 3 financial years (FY 2022-23, 2023-24, 2024-25) in ESA (not sale of goods) | Copy of Audited Balance Sheet and P&L Account for the respective financial years to be submitted in this regard |
| 4 | The vendor should be on panel of 2 nationalized banks /Govt organizations/large private Bank /organisations for ESA. |  |
| 5 | The vendor shall have executed at least one Rate Contract with PSU/private Bank or GOI depts/pvt organizations for ESA in preferred Zone by them. | Copy of document proof to be enclosed in this regard. |
| 6 | The vendor should be in business for more than 3 years. | Copy of document proof to be enclosed in this regard. |
| 7 | The Vendor shall have presence (office/franchise) in all ZO’s / RO’s marked as preferred by them as per attached List of ZO’s / RO’s & MAP its offices/franchise | Address with contact persons to be enclosed in this regard as per enclosed format. |



**Declaration :**

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Bank in selection of Electrical Safety Auditors will be final and binding to me/ us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks during last 5 year from the date of application.

Signature of the ESA /Contractor PLACE :

with seal DATE :



**I. 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:

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

**II. INSTRUCTIONS**

1. The work shall be considered as complete only after submission of hard copy of the Electrical Safety Audit Report (as per Annexure I & II) to the respective Branches/Offices & RBO's and submission of soft copy of the Electrical safety Audit report at P&E Department at LHO Maharashtra. The Electrical safety Audit report has to be entered in Bank’s online portal by the respective Electrical Safety Auditors within the given time period.
2. The Fee quoted by the applicant for conducting the electrical safety audit should include all expenses for the satisfactory conduct of the electrical safety audit including transportation, lodging and TA / DA of their own representatives and Bank will not entertain any additional claim whatsoever in this respect.
3. The Safety Auditor must get prior permission from the concerned Branch Manager and RBO for conducting audit of the Branch / Office.
4. The Safety Auditor must interact with the concerned Branch Manager / In charge for obtaining data (electricity bill copy, AMC details of equipment, inspection report by statutory agencies etc.), problems/issues faced etc. for conducting audit of the Branch.
5. The duration of electrical safety audit should be minimum 2 hrs. for small sized branches, 3 hrs for medium sized branches, 4 hrs. for Main / Big sized Branches and minimum 8 hrs for multistoried buildings with more than 3 mains offices/branches and more than 3 floors.
6. While conducting the safety audit, the Electrical Safety Auditor and accompanying person/s should take all standard safety precautions such as safety shoes, safety gloves, proper tools and tackles etc for self-protection and for the safe conduction of the audit. Bank will not be responsible for any electrical or other accidents happened to the auditor/s due to their negligence and non-compliance to safety precautions.
7. The Safety Auditor shall submit the Progress report on weekly basis to the P&E Department at LHO & Concerned RBO. The work should be completed in all aspects within the given time period.
8. The audit report must consist of all connected equipment details as per Annexure-I & II, Layout drawing (Not To Scale) of the branch premises showing the bifurcation of the areas such as BM cabin, banking hall, UPS Room, Locker Room, Strong Room, Dining hall etc along with location of major electrical equipment, MSB, DBs, UPS, ATM etc, Single Line Diagram (SLD) of existing electrical system (from Energy meter to sub DBs such as LDB, PDB etc. and the position of critical faults which need immediate attention / rectification should be clearly marked in the SLD.
9. Inspection/recommendation report of existing electrical system of the Branches/Offices and connected ATM with your observations and remarks.
10. To obtain photo copy of last three months electricity bill of the branch/office/ATM and submit the same along with final audit report including marking any discrepancy, if any.
11. The Safety Auditor have to submit the "PROFORMA OF ELECTRICAL AUDIT” enclosed herewith as Annexure-I & Annexure-II duly completed and signed by Auditor and concerned Branch Manager / Administrative Officer.
12. The Safety Auditor is required to submit the Final Audit Report along with required data in Excel format contains all Equipment details, highlighting of Risk categories, softcopy of report etc within the given time period after issue of the work order.
13. The Safety Auditor has to check the earth resistance, checking the terminals for any loose connection/over heating, checking of proper rating of protective devices, checking of all distribution boards etc.
14. The Safety Auditor has to check and submit the details of all the Electrical Installations/ UPS/DG SET/ AC ( Conventional/ Inverter/ VRF/ Ductable) / Lights (CFL/ LED) / APFC Panel connected in the Branch.
15. The Auditor has arranged to ensure Electrical Audit report of all branches / offices allotted to them is uploaded on portal for purpose.
16. A copy of the handwritten report to be submitted to the Branch at the time of inspection and acknowledgement to be obtained from Branch Manager with sign and seal.

**III. SCOPE OF WORK FOR ELECTRICAL FIRE SAFETY AUDIT**

1. Physical inspection of the branches/Offices and attached ATMs with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.).***To ensure that the Branch/office is provided with switch to switch off mains supply before close of office/Branch at the time of leaving the premises.(excluding UPS) if not same to be provided.***
2. Calculation of actual Electrical Connected load at the Branch / Office and to report if it is less than sanctioned load by the DISCOM.
3. Whether APFC panels are in working condition and maintaining power factor within the required range.
4. Whether penalty is imposed in electricity bill on account of excess connected load or poor power factor and if yes, it should be clearly mentioned in the report.
5. Whether APFC panel needs to be installed for the Branch / Office.if not installed.
6. Review of protection devices such as LBS/ACB/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.
7. Review of electrical accidents to identify root cause of the accidents, if happened any, review the Preventive Maintenance undertaken by Branch ,and to suggest recommendations as per applicable standards.
8. 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.
9. Opening and checking for any loose contacts at the mains switches, DB, Switch boards etc. Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
10. 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 with appropriate vendors/OEM.
11. Evaluating whether the demand load is within the sanctioned load with proper load balancing.
12. Verification of the operation of ATM & UPS/System room Air conditioners are provided with timer.
13. 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 so as to prevent any fire incidents .
14. The audit report must consist of all connected equipment details as per Annexure-I & II, Layout drawing (Not To Scale) of the branch premises showing the bifurcation of the areas such as BM cabin, banking hall, UPS Room, Locker Room, Strong Room, Dining hall etc along with location of major electrical equipment, MSB, DBs, UPS, ATM etc, Single Line Diagram (SLD) of existing electrical system (from Energy meter to sub DBs such as LDB, PDB etc. and the position of critical faults which need immediate attention / rectification should be clearly marked in the SLD.
15. Review of the Existing condition of the HT Transformer, Substation, Main panels, Load break switch, DG sets, elevators, UPS if any.
16. Auditor has to submit a copy of photo taken in front of the name of the Branch.
17. For the purpose of audit fee billing and submission of reports,
18. If different electrical meters are available for different offices in the same building, then treat each consumer as separate entity as per electrical load and report should be submitted separately to each Office with separate audit fee bills for each office.
19. If Single meter (HT or LT) is there for different Branches/ Offices in the same building, then separate audit reports should be prepared and submitted for each office in that building having an area of 2000 Sq.Ft or more and according to their connected load. For offices like CAC (Currency Administration) cell etc., which are occupying less than 2000 Sq. ft but under the common connection, separate audit report has to be submitted. But for Audit fee billing purpose, the billing is to be done for all offices above 2000 Sq.ft separately as per their actual connected load. For small offices like CAC, it will be part of the Branch/Office in that floor and no separate bill for audit fee needs to be raised.

If the common connection is HT connection having own substation, then electrical safety audit of the substation has to be included in the Audit report for the Main Office/Branches only. But billing for audit fee shall be for category as per connected load for each office For Branches having on site ATMs, the electrical safety audit of the ATM Kiosk also has to be conducted at no extra fee or cost for any number of such attached onsite ATMs for the Branch/Office. Observations regarding the ATMs has to be included in the electrical safety audit of the concerned Branch / Office as per given format.

1. 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.
2. Preparation of Lay out drawing and single line diagram (SLD) of Electrical Installation from HT panel to Floor panels / DBs, covering transformers, main LT panel, capacitor panel, DG set, UPS Panel, LDb, PDB etc. The SLD should indicate the ratings of the equipment, switch gears, cables (wherever possible) etc.
3. Earth Resistance Testing
4. 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.
5. The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.
6. 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.
7. 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.
8. 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.
9. 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, and 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.
10. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.
11. 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.
12. Inspection 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.
13. 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.
14. Checking the log of electrical accidents maintained.
15. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
16. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.
17. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.
18. Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installations. 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.
19. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
20. To check the provision of insulated mats of ISI mark in front of all the electrical Panels
21. To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.
22. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety

**B) Energy Audit**

* Sanctioned load and utilized load.(Billing Demand)
* Electricity Consumption for financial year period (eg: 01.04.2024 to 31.03.2025) and comparison with previous year.
* Corresponding meter readings also to be recorded.
* Energy Bill analysis for 12 moths including tariff analysis.
* Illumination and lighting lux levels, type of fixtures LED.
* Identification of energy savings opportunities: list of all equipment’s, gadgets, UPS, AC pumps, heaters etc. installed in premises.
* No of AC’s installed with tonnage and total Tonnage in Branch/office.
* AC star rating or ISEER ratings, type of gas enviro-friendly (R410 or R 404), any machine still with R-22 to be specifically mentioned.

**IV. STATUTORY REQUIREMENTS:**

1. 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 electricSupply lines and apparatus1. 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. 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.
2. 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.
3. Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.
4. Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.
5. Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.

**Relevant Codes of Practices:**

Some of the relevant codes of practice are enumerated below:

1. Indian Electricity Rules, 1956 (as amended up to date
2. IS: 5216 (Part-I) Recommendations on Safety Procedures and practices in Electrical Works
3. IS: 5216 (Part-II) Recommendations on Safety Procedures and practices in Electrical Works
4. IS: 1646-1961 Code of Practice for fire safety (General) : Electrical works
5. IS: 4770: 1968 – Specifications for Rubber gloves for Electrical Purpose
6. IS: 2309 Protection of Buildings and Allied Structures against Lighting
7. Gazette Notification dated 20th September 2010 issued by Central Electricity Authority regarding Regulations for measures relating to safety and Electric Supply.
8. National Building Code, 2005 (as amended up to date)
9. Any other local guidelines / bylaws as applicable.

Details of Electrical Installations in Bank’s office building:

Substation, Transformers, Switchgear, Electrical Panels, Capacitor Panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing, Building and Equipment Earthing, Various types of motors, DG set, UPS, Central Air-conditioning Plant, Room Air conditioner, Air Handling Units, Lifts, Lightening Arrester, Kitchen Equipment, Water Pumps, Servers, switches, PCs, printers and other IT equipment and any other equipment and gadgets connected to power supply prone to fire hazards.

**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 analyzer
* 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.

**Work at site**

The firm may visit the premises and ascertain site conditions. The work has to be carried out in a 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.

**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.

**V. Opening of Offers by Central Bank of India**

Technical Tenders of the Vendors will be opened on the Date of opening of Tender or as intimated . Commercial Tender Offers of the successful vendors will be opened on the speciﬁed date to be decided by the Bank./intimated to vendors.

**VI. Preliminary Scrutiny**

Central Bank of India will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule.

Central Bank of India may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and Central Bank of India reserves the right for such waivers.

**VII. Clariﬁcation of Offers**

To assist in the scrutiny, evaluation and comparison of offers, Central Bank of India may, at its discretion, ask some or all vendors for clariﬁcation of their offer. The request for such clariﬁcations and the response will necessarily be in writing.

**VIII. No Commitment to Accept Lowest or Any Tender**

Central Bank of India shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers. Central Bank of India reserves the right to make any changes in the terms and conditions of purchase. Central Bank of India will not be obliged to meet and have discussions with any tenderer, and or to listen to any representations.

**IX. Make and Models of the equipment**

It is mandatory to provide make, model and part number of all equipment in confirmation to the technical speciﬁcation. The offer may not be evaluated and/or will be liable for rejection in case of non-submission or partial submission of make, model and part numbers of the items offered. Please note that substituting this information by just brand name is not enough. The Bank at its discretion may get random technical evaluation or testing of the system.

**X. Alternative offers**

Each offer should specify only a single solution, which is cost-effective and meets the tender specifications, and should not include alternatives.

**XI. Location**

This tender is being ﬂoated by Central Bank of India, Central Office, and Mumbai. The UPS system being procured through this tender shall be installed and commissioned by the vendor getting the order, for various ofﬁces/branches located all over India. Bank may shift the UPS to any other place as per requirement and the vendor has to continue warranty at the new place.

**XII. Costs & Currency**

The composite offer price in bid must be made in Indian Rupees only, including the following:

1. Cost of the UPS system.
2. Installation, Testing and commissioning charges excluding Taxes and local levies.
3. Minimum of 24 months comprehensive on-site warranty covering all parts & labor for both UPS and Batteries. This period will start from the date of installation and acceptance of all the goods by Central Bank of India. Satisfactory commissioning of the system.
4. Transportation and Forwarding charges to the site.
5. Insurance to cover equipment up to installation of equipment at Central Bank Of India at site and handing it over to the Central Bank Of India.
6. The vendor to quote the firm price for UPS System for a period of contract one year or if extended by mutual agreement for further one year.
7. All costs should be given in Figures and Words.

**XIII. Billing**

The billing should be done in the respective branches. Taxes should be separately mentioned in the Invoice (GST) with the relevant HSN code.

**XIV. The vendor shall quote price as under**

The commercial offer shall be on a fixed price basis where unit price should be inclusive of all taxes, the product has to be compliant to make in India. No price variation . will be permitted THEREAFTER during the tenancy of the contract that is for one one(12months) year from the date of order / rate agreement**.**

**XV. Negotiation and Splitting**

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest.

**XVI. Right to Alter Quantities**

Central Bank of India reserves the right to decide the quantity of UPS specified in the tenders. Central Bank of India also reserves the right to delete one or more items from the list of items specified in tender.

**XVII.Right to place order other than L1 vendor:**

Bank reserves the right to place the order with all the entire technically qualified vendor agreeing to the lowest rates negotiated by the Bank under the same terms and conditions for a period up to 12 months from date of ﬁnalization. And extendable for further one year at bank’s discretion.

BANK reserves the right to counter check any of the supporting documents directly from the respective client for their authenticity.



**TERMS AND CONDITIONS OF THE TENDER**

1. **Technical Inspection and Performance Evaluation** – Central Bank of India reserves its right to carry out a technical inspection and performance evaluation (bench - marking) of the work by short-listed vendors.
2. The Bank reserves the right to place the order on need basis.
3. **Payment Terms**

Central Bank Of India will make payment as follows:

The payment shall be made at respective branches/Regional offices / place of ESA on successful completion

* For ESA of office /Branch :
* 90% Payment shall be released within 2 weeks / 14 days after completion of ESA duly certified by the Branch Head /Office Incharge with complete acceptance by the user / client at site & submission of all necessary documents like Invoice. bidder is required to submit a copy of user acceptance to the designated Authority along with the invoice.
* Balance 10% Retention payment may be released after The ESA auditor/firm provides Performance Bank Guarantee of 10% of work order value to RO valid for one year.
* Consolidated BG may be kept at RO/ZO for PBG instead of having several BG’s at individual Branch against retention.

1. **Order Cancellation**

Central Bank of India reserves its right to cancel the order in the event of one or more of the following situations:

* Delay in delivery beyond the speciﬁed period for delivery.
* Delay in installation beyond 06 weeks from the date of acceptance of purchase order.
* Serious discrepancy /damage in UPS system / machine noticed during the pre-dispatch factory inspection/on receipt of material on site.

1. **Acceptance Tests**

At the discretion of Central Bank of India, Inspection test for ESA will be conducted at the site at random as deemed fit by the Bank.. There shall not be any additional charges payable by Central Bank of India for carrying out inspection.

1. **Warranty**

The offer must include **a 12 month comprehensive on-site warranty from the date of ESA and acceptance of the Report by Central Bank of India.** In case of any fire incident in the said period ESA vendor shall be liable for the loss .

1. **Penalty for delay**

For any delay in installation and commissioning of the UPS System, Central Bank of India will charge penalty @ 0.5% of the Contract / Bill amount per week or part thereof, subject to a maximum of 10% of the Contract / Bill amount.

1. **Indemnity**

Vendor shall indemnify, protect and save Central Bank Of India against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the hardware/software/network equipment etc. supplied by him.

1. **Confidentiality clause**

The Bidder shall keep confidential any information obtained under the contract and shall not divulge the same to any other person without consent in writing by Central Bank of India. In case of non-compliance of the confidentiality agreement, the contract is liable to be cancelled by Central Bank of India. Further, Central Bank of India shall have right to regulate Bidder staff

1. **Publicity**

Any publicity by the vendor in which the name of Central Bank Of India is to be used should be done only with the explicit written permission of Central Bank Of India.

1. **Guarantees**

Vendor should guarantee that the systems delivered to Central Bank Of India are brand new, including all components.

1. **Force Majeure**

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts-of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of Central Bank Of India in ﬁres, ﬂoods and freight embargoes.

If a Force Majeure situation arises, the Vendor shall promptly notify Central Bank Of India in writing of such conditions and the cause thereof within twenty calendar days. Unless othen/vise directed by Central Bank Of India in writing, the Vendor shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, Central Bank Of India and the vendor shall hold consultations with each other in an endeavor to ﬁnd a solution to the problem.

Not withstanding above, the decision of Central Bank Of India shall be ﬁnal and binding on the vendor.

1. **Resolution of Disputes**

Central Bank Of India and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Central Bank Of India and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Central Bank Of India and the Other to be nominated by the Vendor. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be ﬁnal and binding on the parties. The arbitration and reconciliation act 1996 / legal acts in vogue shall apply to the arbitration proceedings and the venue of the arbitration shall be Mumbai.

**Applicable Law and Jurisdiction of Court clause -** The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Mumbai (with the exclusion of all other Courts)

**GENERAL CONDITIONS OF TENDER**

1. The bidder must fulfil the above eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the bank as per its policy . Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above will be rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. BANK reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by BANK shall result in summarily rejection of the bid.
3. Engagement with BANK does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by BANK. reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by BANK depending upon the profile provided by the agencies and requirement of assignment.
4. BANK reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agencies at its sole discretion.
5. Acceptance of the application(s) constitutes no form of commitment on the part of BANK . Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
6. BANK reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
7. BANK reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged BANK requirements even if the tender is in evaluation stage.
8. BANK reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
9. The responder shall bear all costs associated with the preparation and submission of its response, and BANK will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
10. Consortium and joint venture responses are not allowed, in any case. Also, bidders have to note that no sub-contracting / sub-letting the vendor shall have its own manufacturing plant/facility in India.
11. **Rates and Prices**
12. Bidders should quote item-wise rates/ prices by explicitly mentioning the breakup of basic prices and applicable taxes.
13. Price quoted by bidder shall be firm for entire contract period.
14. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the Bank Guarantee of said bidder.
15. The quoted prices shall be for delivery and installation at various locations in India. The prices shall be FOR destination and shall include all charges, levies and duties for delivery and installation at the various locations in India. The exact details of location address etc. shall be provided along with the release order. No extra transportation shall be given for remote location like J&K or Andaman or any other case by the Bank .
16. In case of default in services or denial of services, BANK, at its sole discretion, will be free to avail services of other service providers at your "Risk & Cost".
17. All other terms and conditions of the GENERAL CONDITIONS OF CONTRACT shall be applicable.
18. Bidders are advised to refrain from taking any deviations on this TENDER. Still in case of any deviations, all such deviations from this tender document shall be set out by the Bidders, Clause by Clause and submit the same as a part of the Technical Bid. Please note that in case of deviations to the tender terms, bids may be liable for rejection.
19. If necessary Client & may visit the manufacturing facility to ascertain the capabilities of the manufacturer & all the arrangements to be borne by the Vendor at his own cost.

**LIST OF ZONAL & REGIONAL OFFICES(The vendor to MAP/specify details address/contact person details against the each of Bank’s office as per the list below)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Zone** | **Sl. No.** | **Regions** | **Vendor to MAP with his office** | |
| 1 | **AHMEDABAD Zone** | 1 | AHMEDABAD |  | |
|  |  | 2 | BARODA |  | |
|  |  | 3 | RAJKOT |  | |
|  |  | 4 | SURAT |  | |
| 2 | **BHOPAL Zone** | 1 | BHOPAL |  | |
|  |  | 2 | CHHINDWARA |  | |
|  |  | 3 | GWALIOR |  | |
|  |  | 4 | INDORE |  | |
|  |  | 5 | JABALPUR |  | |
|  |  | 6 | SAGAR |  | |
|  |  | 7 | Ambikapur |  | |
|  |  | 8 | Raipur |  | |
|  |  | 9 |  |  | |
| 3 | **CHANDIGARH Zone** | 1 | CHANDIGARH |  | |
|  |  | 2 | JALANDHAR |  | |
|  |  | 3 | LUDHIANA |  | |
|  |  | 4 | ROHTAK |  | |
| 4 | **CHENNAI Zone** | 1 | CHENNAI |  | |
|  |  | 2 | COIMBATORE |  | |
|  |  | 3 | KOCHI |  | |
|  |  | 4 | MADURAI |  | |
| 5 | **DELHI Zone** | 1 | DEHRADUN |  | |
|  |  | 2 | DELHI NORTH |  | |
|  |  | 3 | DELHI SOUTH |  | |
|  |  | 4 | JAIPUR |  | |
|  |  | 5 | KOTA |  | |
| 6 | **GUWAHATI Zone** | 1 | BARPEATA ROAD |  | |
|  |  | 2 | GUWAHATI |  | |
|  |  | 3 | UPPAR ASSAM |  |  |
| 7 | **HYDERABAD Zone** | 1 | BANGALORE | |  |
|  |  | 2 | HYDERABAD | |  |
|  |  | 3 | VIJAYAWADA | |  |
| 8 | **KOLKATA Zone** | 1 | BHUBANESWAR | |  |
|  |  | 2 | COOCH BEHAR | |  |
|  |  | 3 | DURGAPUR | |  |
|  |  | 4 | KOLKATA(NORTH) | |  |
|  |  | 5 | KOLKATA(SOUTH) | |  |
|  |  | 6 | SILIGURI | |  |
| 9 | **LUCKNOW Zone** | 1 | AGRA | |  |
|  |  | 2 | GORAKHPUR | |  |
|  |  | 3 | KANPUR | |  |
|  |  | 4 | LUCKNOW | |  |
|  |  | 5 | MEERUT | |  |
|  |  | 6 | VARANASI | |  |
| 10 | **MUMBAI METRO Zone** | 1 | MUMBAI SUBURBAN REGIONAL OFFICE | |  |
|  |  | 2 | SMRO | |  |
|  |  | 3 | PANAJI | |  |
|  |  | 4 | THANE | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Zone** | **Sl. No.** | **Regions** |  |
| 11 | **PATNA Zone** | 1 | DARBHANGA |  |
|  |  | 2 | MOTIHARI |  |
|  |  | 3 | MUZAFFARPUR |  |
|  |  | 4 | PATNA |  |
|  |  | 5 | PURNEA |  |
|  |  | 6 | RANCHI |  |
| 12 | **PUNE Zone** | 1 | AKOLA |  |
|  |  | 2 | AURANGABAD |  |
|  |  | 3 | NAGPUR |  |
|  |  | 4 | NASIK |  |
|  |  | 5 | PUNE |  |