

# PUNJAB & SIND BANK



NOTICE INVITING APPLICATION FOR EMPANELMENT OF ELECTRICAL SAFETY

AUDITORS / CONSULTANTS / FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT

(ESA) OF OFFICES & BRANCHES SITUATED IN PUNJAB STATE

Last Date & Time for submission of application: **31.10.2020 up to 5:00 pm**



Punjab & Sind Bank Zone Faridkot, Punjab Region, Red Cross Bhawan, Sadiq Chowk,  
Faridkot(151203) [Email ID- zo.faridkot@psb.co.in](mailto:zo.faridkot@psb.co.in) Contact Number: 01639-502542,43,46

**(Advertisement on Bank's website)**

**Dated 09.10.2020**

Bank invites offers for empanelment of Electrical safety Auditor/Consultants/Firm for conducting electrical safety audit (ESA) of offices & Branches situated in Punjab state under Zone Faridkot.

Interested Auditor/Consultants/Firm may obtain the prescribed Tender application format from Punjab & Sind Bank's Zonal Office at **Sadiq Chowk, Red Cross Bhawan, Faridkot** (between 10.00 AM to 5 PM from Monday to Friday and on 1st, 3rd and 5<sup>th</sup> Saturday) upto **31.10.2020** or may download the same from Bank's website [www.psbindia.com](http://www.psbindia.com)

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

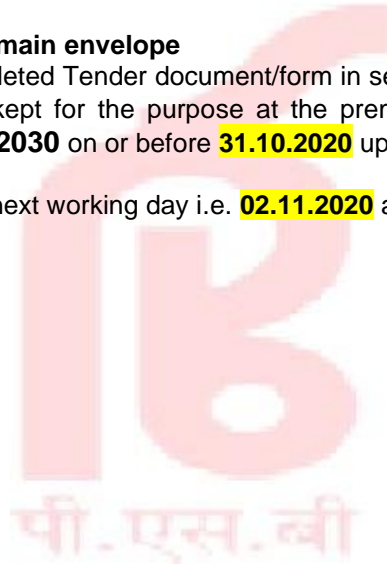
**The Zonal Manager  
Punjab & Sind Bank  
Zone Faridkot,  
Sadiq Chowk,  
Red Cross Bhawan  
Faridkot, Punjab-151203**

**The Sealed cover shall be kept in main envelope**

The last date of submission of completed Tender document/form in sealed covers is **31.10.2020** upto 5.00 PM. The offer shall be dropped in the box kept for the purpose at the premises of Zone **Sadiq Chowk, Red Cross Bhawan, Faridkot Punjab -1512030** on or before **31.10.2020** upto 5:00 PM.

The bid or offer shall be opened on next working day i.e. **02.11.2020** at 3 PM.

**Zonal Manager**



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

Punjab & Sind Bank invites applications for the following work in Punjab State Region		
1	Name of Work	<b>Empanelment of Electrical Safety Auditors / Consultants / Firms for conducting Electrical Safety Audit (ESA) of Offices &amp; Branches located in Punjab State</b>
2	Categorization of Branches / Department/Offices	<b>Electrical Safety Audit (ESA) of Branches/ Department/Offices</b> - Electrical Load upto 7.5 KW and premises having area upto 10000 sq.ft. - Electrical Load upto 7.5 KW to 15KW and premises having area upto 10000 sq.ft. - Electrical Load above 15KW and premises having area less than 10000 sq.ft. - Electrical Load above 15KW and premises having more than 10000 sq.ft.
3	Tender/Application processing fee (Non-refundable)	<b>₹ 1,000/-</b> (Rupees One Thousand Only) to be paid through DD in favour of <b>“Punjab &amp; Sind Bank”</b> payable at Faridkot.
4	Address for pre-bid meeting and for submitting applications	<b>Punjab &amp; Sind Bank Zonal Office Faridkot, Punjab Region Red Cross Bhawan, Sadiq Chowk, Faridkot(151203)</b> <a href="mailto:zo.faridkot@psb.co.in">Email ID- zo.faridkot@psb.co.in</a> <b>Contact Number: 01639-502542 , 43 , 46</b>
5	Pre-bid meeting	<b>23.10.2020 at 3:00 PM</b>
6	Last date & time for receipt of tender bids	<b>31.10.2020 upto 5:00 PM</b>
7	Date & time of opening of Technical bid	<b>02.11.2020 at 3:00 PM</b>
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
Punjab & Sind Bank has the right to accept/reject any/all tenders/applications without assigning any reasons. For and behalf of Punjab & Sind Bank		

**PART – B : ELIGIBILITY CRITERIA**

**1) FOR ELECTRICAL SAFETY AUDITORS**

Sr. No.	Category	Minimum Pre-qualification Criteria for	Documents to be submitted	Document Enclosed
1	<b>Electrical Safety Auditors/Consultants</b> (Electrical safety audit of Branches / Departments/ Offices )	<p>a) Electrical Auditors should have Graduation degree in Electrical Engineering with minimum five(5) years of relevant experience (as on date of this tender) in providing Electrical safety auditing / consultancy services in electrical installation and safety related work</p> <p>'or'</p> <p>Electrical Safety Auditors / Consultants should have supervising license from concerned licensing authority of the state or central Government, with minimum 05 years experience in providing Electrical safety auditing / consultancy services in electrical installation and safety related work</p> <p>'or'</p> <p>Retired electrical Engineer from PSUs, Central &amp; state Government Departments as Electrical Engineers who have dealt with electrical installations and safety related work and not banned from re-employment.</p> <p>b) Electrical Safety Auditors / Consultants should have an established Office in Haryana state or Chandigarh (UT)</p> <p>c) Valid PAN and GST Number of Office address.</p> <p><b>* For all the above, age should be less than 65 years.</b></p>	<p>i. Copy of the Graduation / Diploma certificate attested by Gazette Officer.</p> <p>ii. Copy of work completion certificate &amp; work order.</p> <p>iii. Copy of supervising license from concerned authority (State/Centre)</p> <p>iv. Proof of past employment as retired electrical engineer if any.</p> <p>v. Proof of Age</p> <p>vi. Copy of the Office address proof.</p> <p>vii. Copy of Pan and GST Certificate</p>	<b>YES / NO</b>

2.	<b>Electrical Consultant/ Firm</b> (Electrical safety audit of Branches / Departments/ Offices )	<p>a) Should have an average annual turnover of not less than Rs 10.00 lakh during the past 3 years, ending 31<sup>st</sup> March of previous year for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment, verifiable from audited Balance sheet, CA certificates, to this effect may be submitted with the balance sheet.</p> <p>b) Should have been in Electrical Engineering/ Consultancy business for minimum 3 years</p> <p>c) Electrical Safety Auditing Firm should have an established Office in Haryana State or Chandigarh (UT)</p> <p><b>* Electrical auditors detailed by the firm for Audit should have the qualifications mentioned at qualification for Electrical auditors. The Firm should submit a certificate to this effect.</b></p>	<p>i. Certificate of incorporation</p> <p>ii. Copy of the completion certificate &amp; work order of the completed works</p> <p>iii. The firm should give a certificate regarding the qualification of the auditors detailed by them, on their letter pad with Copy of the Graduation / Diploma certificate attested by Gazette Officer.</p> <p>iv. Copy of the Office address proof.</p> <p>v. Copy of Pan and GST Certificate</p>	
----	---	---	---	--

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

S.NO.	BRANCH CATEGORY	FIXED RATES TO BE PAYABLE
1	Branch with Electrical Load upto 7.5 KW and premises having area upto 10000 sq.ft.	RS 5000/- + GST (if applicable)
2	Branch with Electrical Load From 7.5 KW to 15KW and premises having area upto 10000 sq.ft.	RS 10000/- + GST (if applicable)
3	Branch with Electrical Load Above 15KW and premises having area less than 10000 sq.ft.	RS 15000/- + GST (if applicable)
4	Branch with Electrical Load Above 15KW and premises having area greater than 10000 sq.ft.	RS 25000/- + GST (if applicable)

**PART- D : PUNJAB & SIND BANK ZONE FARIDKOT BRANCH LIST IN PUNJAB REGION**

S.NO.	B NAME	S.NO.	B NAME	S.NO.	B NAME
1	AJITWAL	31	FEROZEPUR CITY	61	MACHAKI KALAN
2	ABOHAR	32	FATEHGARH KOROTANA	62	MAUR
3	NGM ABOHAR	33	GOLEWALA	63	KGHS MOGA
4	ARYANWALA	34	GURU HAR SAHAI	64	GNC MOGA
5	ARNIWALA	35	GODHEWALA	65	TNH MOGA
6	ALAMGARH	36	GOLU KA MAUR	66	MUDKI
7	AWA	37	HIMMATPURA	67	MALKE
8	BAGHA PURANA	38	ILMEWALA	68	MATTA
9	BAJA KHANA	39	JALALABAD	69	MANDER
10	BHINDER KALAN	40	JAITU	70	MIRZE KE
11	BILASPUR	41	JAND SAHIB	71	NIHAL SINGH WALA
12	BHALOOR	42	JHANDIANA WEST	72	NATHU WALA WEST
13	CHAND NAWAN	43	JAI SINGH WALA	73	NATHUWALA JADID
14	CHAK KHERE WALA	44	KOT ISSE KHAN	74	PANJ GRAIN KALAN
15	CHARIK	45	KOTKAPURA	75	PANJE KE UTTAR
16	CHAND BAJA	46	KOKRI KALAN	76	PEER KHAN SHEIKH
17	DAROLI BHAI	47	KALLAR KHERA	77	PATREWALA
18	DAULATPURA NIWAN	48	KAPURE	78	RAUNTA
19	DEEP SINGH WALA	49	KHARA	79	RAMAN
20	DIDAREWALA	50	KINGRA	80	ROMANA AJIT SINGH
21	DHARAMKOT	51	KOT SUKHIYA	81	RAULI
22	DOD	52	KAMMIANA	82	RAJPURA
23	DHILWAN KALAN	53	KAMAALWALA	83	SAMALSAR
24	DINA SAHIB	54	LAKHO KE BEHRAM	84	SANDHWAN
25	FEROZEPUR CANTT	55	LANDE KE	85	SARAWAN

<b>26</b>	THE MALL FARIDKOT	<b>56</b>	LALCHIAN	<b>86</b>	SATIYEWALA
<b>27</b>	FAZILIKA	<b>57</b>	LANDA	<b>87</b>	SHAH ABU BAKAR
<b>28</b>	DPS FARIDKOT	<b>58</b>	R R MOGA	<b>88</b>	TAKHANWADH
<b>29</b>	GBC FARIDKOT	<b>59</b>	MAKHU	<b>89</b>	TALWANDI BHANGERIA
<b>30</b>	RCB FARIDKOT	<b>60</b>	MALLANWALA KHAS	<b>90</b>	ZIRA

## APPLICATION FORM

1. Name of the Firm :
2. Address :
3. Telephone Nos., Fax No. including  
Mobile of contact person :
4. Email :
5. Constitution of the Firm :
6. Year of Establishment :
7. Name & Details of Partners / Associates :
8. Details of Partners / Associates :
9. Details of GST registration  
(Copy of valid registration  
to be enclosed) :
10. Name and value of Electrical Safety audit  
completed during the last 3 years ending on  
31<sup>st</sup> Dec2018. :
11. Registration Number with Council of Consultant /  
Indian Institute of Architects  
(Copy of valid registration to be enclosed) :

Details may be given in the  
enclosed format (Annexure )

पी.एस.बी



12. Details of Electrical safety auditors engaged :

Name	Educational Qualification	Contact details	Detail of present & previous Experiences

13. Details of other technical personnel employed :

Name	Educational Qualification	Contact details	Detail of present & previous Experiences

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

15. Banker's Name & details :

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

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

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

:

Date :

Place :



## **PART D- METHODOLOGY**

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

## **PART E- SCOPE OF WORK**

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

16. To check if appropriate type of fire extinguishers are kept in electrical room and whether electrical room has fire detectors installed. If any water based fire extinguisher system is installed in electrical room, it has to be brought to the attention of bank authorities. To ensure provision of critical security systems (Fire alarm and detection system & CCTV) on UPS wiring.
17. To check appropriateness of weather proof rating of electrical equipments/connections placed outdoors.
18. The scope includes arranging all required tools and equipments by the contractor, measuring instruments, data loggers, wires & cables and technicians/electricians required for completing the scope of work. It also includes work instructions from bank, visiting site, preparing sketch, designs, drawings etc. which shall be in accordance with local governing rules/ standards, regulations etc. and preparing reports on the same so as to enable the bank to rectify.
19. Specific recommendations/suggestions for ensuring electrical safety, conservation of energy in current setup and other future energy saving measures.
20. The electrical installation under purview of electrical safety audit will include all electrical equipments/installations from the point of supply from the local body to the respective incoming electric distribution.
21. Thorough inspection & review of the Earthing system. Measuring the value of Earth resistance and to evaluate the Earthing system (installation and maintenance) based on the latest ISI standards and to suggest recommendations for rectification works.
22. Thorough inspection & review of DG set, UPS & batteries, etc. for its adequacy in the capacity based on the present Electrical load requirement of the Office / Branch.
23. Thorough inspection & review of air-conditioners for its adequacy in the capacity based on the present heat load requirement of the Office / Branch.
24. Recording the parameters in the monthly Electricity bills and analyzing the Load demand, Sanctioned Load, Penalty, Additional Load requirement, Power factor, etc.

## **PART F - INSTRUCTIONS TO THE APPLICANTS**

1. Scope of Empanelment :Sealed applications are invited for

### **EMANELMENT OF ELECTRICAL SAFETY AUDITORS / CONSULTANTS / FIRMS FOR ELECTRICAL SAFETY AUDIT (ESA) OF OFFICES / BRANCHES IN PUNJAB STATE REGION**

Site & location: The proposed Electrical safety audit is to be carried out in the Branches, Zonal Office, other premises in Punjab.

2. Empanelment Period - The empanelment shall be valid for Three (3) years from the date of empanelment.
3. Each page of the empanelment document, methodology, instruction to applicant, scope of work, terms & conditions, etc. shall be signed by the authorized person and cutting or overwriting shall be duly attested by applicant. The application form & annexures should be filled in all aspects. Partially filled applications may be rejected.
4. Applications received after the above date / time will not be considered.
5. All the applicants must submit the relevant and sufficient documentary evidences, work completion certificates, work order, etc. meeting the above mentioned eligibility criteria. If necessary, the bank may call for verification of the original documents. The eligibility criteria documents must be accompanied by self-attested copies of the documents following without which the application shall be rejected.
6. The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.
7. The applications is to be submitted in a sealed ENVELOPE duly marked on the outside as,  
**EMANELMENT OF ELECTRICAL SAFETY AUDITORS / CONSULTANTS / FIRMS FOR ELECTRICAL SAFETY AUDIT (ESA) OF OFFICES / BRANCHES IN PUNJAB STATE REGION**  
Envelope will be opened in the presence of the applicants/authorized representative who may choose to be present.
8. Auditors/consultants/Firms should have a GST registration certificate for their registered offices/work addresses. PAN Details to be provided.
9. After the empanelment is awarded, the auditor/consultant / firm will carry out the work at rates fixed by Bank as per Bank's policy without raising any preconditions. Conditional applications are not acceptable.
10. Bank reserves its right to reject any or all the Applications/Tenders without assigning any reasons therefore and the Bank's decision shall be final and binding.
11. No deviation of any kind will be allowed in Empanelment / Tender conditions, Scope of work, Terms & Conditions, Payment Terms, etc. after the tendering process are over.
12. The applications received after due date will not be entertained. Bank will not be responsible for late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.

13. The applicants/renderers are requested to submit the tender/application processing fee (non-refundable) of ₹ 1,000/- in form of DD issued in favor of Punjab & Sind Bank.
14. The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank.



## **PART - G : TERMS & CONDITIONS**

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



13. Adequate care and safety should be taken by the Electrical safety auditors or firms during the verification, measuring and recording of the data.
14. Any damage to the Bank's property, equipment's under testing and measurement during the Electrical safety audit will be charged to the Electrical safety auditors or firms.
15. The Electrical auditor must submit the audit report in two (2) copies with one copy each to the Branch, Zonal office.
16. Payment will be made at the respective Branches subject to sanction by competent authority after successful completion and submission of Electrical safety audit reports in two (2) copies duly acknowledged by the branch in complete form along with the proof such as photographs of the audited premises during course of the work. No advance is payable.
17. If the bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.
18. **Protection of works and property** - The Auditor/Consultant/Firm shall continuously maintain adequate protection, of all his work from damage and shall protect the Bank's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost.
19. The Auditor/Consultant/Firm should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The auditor/consultant/firm shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.
20. All personnel provided by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank.
21. That the Auditor/Consultant/Firm will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
22. The Auditors / Technicians shall not be allowed to stay / reside at site.
23. The Auditors / Technicians should be able to communicate in Hindi & English Languages.
24. The Auditor/Consultant/Firm shall strictly comply with all Labor and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the auditor/consultant/firm. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the

Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

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

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

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

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

- i) Minimum Wages Act, 1948 (Amended)
- ii) Payment of Wages Act 1936 (Amended)
- iii) Workmen's Compensation Act 1923 (Amended)
- iv) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- v) Apprentice Act 1961 (Amended)
- vi) Industrial Employment (Standing Order) Act 1946 (Amended)
- vii) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications

viii) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof

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

पी.एस.बी

## ELECTRICAL AUDIT REPORT

### Annexure A

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

**General Information -**

**Branch/ Controlling offices :**

**Zone :**

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

#### **Electric Supply Detail**

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

#### **Details of Electrical Equipments**

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

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

### UPS and Batteries

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

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

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

### AC Units

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

## Diesel Generator

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

## Details of other electrical equipment

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

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

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

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

## Electric Load Distribution (In Volt)

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

## 2. Earthing System

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

### Heating of Wire /Panels

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

### Other Electrical Risk

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

**ATM / E-lounge**

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

**Risk Rating**

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

**Summary**

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

(Signature with Seal of Electrical Auditor) Mobile no.:

पी.एस.बी



## Electrical Audit – Rectification Certificate

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

### Rectification on the basis of the audit report

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

**Signature of the Electrical Auditor**

**Signature of BM/ZM/ HOD**

ANNEXURE