



Regional Office, 2nd Floor, Radha Palace, 78, Rajpur Road, Dehradun - 248001 (Uttarakhand)
Telephone: 0135-2745869

OFFER REQUEST

Appointment of Electrical Audit & Energy Management Service Company for Carrying Comprehensive Electrical & Energy Audit of Branches/Offices/ATMs under Dehradun Regional Office

The Bank intends to engage the services of a Professional Electrical Audit & Energy Management Service Company / Architect /Engineers (doing electrical audit work) having registered office in Dehradun or nearby areas upto 100 kms for Carrying Comprehensive Electrical & Energy Audit of **Branches/Offices/ATMs under Dehradun Regional Office scattered in 7 districts of Garhwal region including hilly areas**. The interested applicant to submit the offer for providing the aforesaid services as per the enclosed format (Annexure-I).

Key objectives of the Electrical & Energy Audit: -

- Assessment of the complete electrical distribution system.
- Assessment of connected load vis-à-vis sanctioned load / contract demand.
- Assessment of electricity bills for the penalties imposed by the power supply agency for exceeding contract demand, delayed payment charges and non-maintenance of power factor.
- Assessment of quality of electrical safety and protective systems like Main switches, MCCBs, MCBs, ELCBs/RCBs, Isolators etc.
- Assessment of insulation resistance of cables, wires etc.
- Assessment of earthing system.
- Assessment of quality of electrical wiring practices, switchgears used.
- Assessment of Branch safety gadgets.
- Assessment of UPS/Battery, hub/servers for safety and proper location.
- Assessment of energy consumption vis-à-vis connected load.
- Assessment of lighting arrangement.

Scope of Work: -

Scope of work includes Comprehensive Electrical & Energy audit on the following measures:

- a. Visiting the **Branches/Offices/ATMs under Dehradun Regional Office** and verifying the installation by competent Electrical Auditor / Architect / Engineer in Region.
- b. Installation Audit
- c. Energy Audit.

- d. Suggestion on Corrective measures necessary towards electrical fire & safety measures, Upgradation in the electrical system, electrical load, connected load vis-à-vis sanctioned load, enhancement of contract demand, billing penalties etc.
- e. Submission of Comprehensive Report in triplicate: one for concerned Branch, RO/FGMO.

Procedure: -

Based on the details of the services, the agency will have to quote Professional fee plus applicable service tax for the subject assignment. The professional fees shall be quoted as per Annexure-I. The Bank will not reimburse any amount towards traveling expenses, visit of the Premises, lodging / boarding, manpower employed or on Tiffin. The entire work shall be completed within 30 days time period from the date of acceptance of work order.

Price bids of only those applicants who qualify in initial scrutiny of documents pertaining to requisite qualification as energy auditors along with required experience will be considered for further processing. Lowest (L1) applicant/bidder amongst all the qualified applicants/bidders shall be issued work order for conducting Electrical Safety & Energy Audit of Branches /Offices/ ATMs (as per list attached). **Please note that branches/offices/ATMs of our Dehradun region is scattered around 7 districts of Garhwal including hilly areas.**

Union Bank of India reserves the right to reject any or all applications without assigning any reasons.

The offer should be submitted in sealed envelope superscribed as **“Appointment of Electrical Audit & Energy Management Service Company for Carrying Comprehensive Electrical Audit of Branches/Offices/ATMs under Dehradun Regional Office”** and dropped in the tender box on or before 10.08.2022 till **15.00 hrs**. The sealed envelope will be opened on the same day at **15:30 hrs** in the presence of bidder or their representative (if present). The Envelops should be addressed to:

The Regional Head,
Regional Office, 2nd Floor,
Radha Palace, 78, Rajpur Road,
Dehradun - 248001

ASST.GENERAL MANAGER

Tender and format to be submitted by Electrical Audit agencies/firms

Appointment of Electrical Audit & Energy Management Service Company for Carrying Comprehensive Electrical & Energy Audit of branches/Offices under Dehradun Region

1. General Information: -

The Bank intends to Appointment Professional Electrical Audit & Energy Management Service Company/ Architect / Engineer for Carrying Comprehensive Electrical & Energy Audit of Bank's Regional Office & Branches/Offices. The agency to be appointed shall provide professional services for carrying out Comprehensive Electrical audit on the following measures:

- a. Installation Audit
- b. Energy Audit
- c. Suggestion on Corrective measures
- d. Comprehensive Report.

2. Duties / scope of work expected from the Electrical Audit & Energy Management Service Company

2.1 To provide professional services for carrying out comprehensive electrical & energy audit of the complete electrical installation at Bank's Branches/Offices (as per list enclosed with address & contact person details) and give comprehensive report to the concerned Regional Office, FGMO suggesting corrective measure.

2.2 The Electrical Installation includes all the supply originating from the Power supply agency to the respective incoming distributions and thereafter outgoing distribution system. The study includes complete lighting & power load, all floor electrical distribution, Air-conditioners, pumps, UPS, Servers, Earthing system, DG sets and Power factor controlling panels etc.

2.3 The key objective to cover under the Electrical & Energy Audit will be as under: -

- Assessment of the complete electrical distribution system.
- Assessment of connected load vis-à-vis sanctioned load / contract demand.
- Assessment of electricity bills for the penalties imposed by the power supply agency for exceeding contract demand, delayed payment charges and non-maintenance of power factor.
- Assessment of quality of electrical safety and protective systems like Main switches, MCCBs, MCBs, ELCBs/RCBs, Isolators etc.
- Assessment of insulation resistance of cables, wires etc.
- Assessment of earthing system.
- Assessment of quality of electrical wiring practices, switchgears used.

- Assessment of Branch safety gadgets.
- Assessment of UPS/Battery, hub/servers for safety and proper location.
- Assessment of energy consumption vis-à-vis connected load.
- Assessment of lighting arrangement.

2.4 The study should also comprise of suggesting measure for efficient energy conservation and exploring intensive routes for utilization of lower energy by;

- Optimal utilization of the various facilities for savings in energy
- Extension of the life of Electrical assets by giving thrust to predictive maintenance techniques and averting probable breakdowns.

2.5 The comprehensive energy audit should incorporate the following measures: -

a. Installation Audit

- System & Human Safety
- Capacity Utilization
- Interchangeability, expandability & scope for retrofits and improvement modifications.
- Maintenance Practices for equipment/system & records.

b. Energy Audit

- Bench marking of energy consumption
- Energy conservation and saving.
- Evaluating energy efficient alternatives.
- Payback period calculations and recommendations.

c. Power Quality Analysis

- Power quality measurement.
- Identify and differentiate internal problems from those due to power quality.
- Suggest corrective measures.

d. Corrective measures

- To suggest improvement measures on the existing electrical system.

e. Comprehensive Report on the above study for implementation to the concerned branch and copy marked to concern RO, FGMO.

2.6 The scope includes arranging all required tools and tackles, measuring instruments, data loggers, wires & cables and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc., and preparing reports on the scheme so as to enable the Bank to take a decision for e.g. for power factor improvement, what rating of Capacitor Banks are required to be installed / upgradation etc.

2.7 Submitting a proper PERTCHART / Bar Chart incorporating all the activities required for the completion of the work in time to Dehradun Regional Office. The programme should also include various stages of services to be provided by the agency.

2.8 The comprehensive report (in hard copy & soft copy) shall be based on the study of the work covered under the scope of work.

2.9 Assuming full responsibility for supervision and proper execution of works covered under the scope of contract.

2.10 Deploy a full time/temporary Site Engineer for supervision of work under scope of contract.

- 2.11 Any other services connected with the works usually and normally rendered by the Electrical Audit & Energy Management Service Company/Engineer/Architect, but not referred to herein above.
 - 2.12 The supervising staff deployed by the agency shall maintain following registers on daily basis i.e. Daily Progress Report, Hindrance Register, etc.
 - 2.13 The agency should conduct meeting weekly with CO Officials on the progress of work.
 - 2.14 The offer to be submitted Annexure-I of this document.
 - 2.15 All pages of these documents should be duly signed by the agency with proper stamp of the company.
 - 2.16 The work has to be completed in all respect within 30 days from the 10th day of Acceptance of Work order. For any delay in execution of work, liquidated damages will be required @1% per week of the total value of work subject to maximum of 10% of the total cost of work.
 - 2.17 The work should be executed in through professional way & in true workmanship. The work will be carried out without hampering / disturbing day to day functioning of the Bank Branches.
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ANNEXURE-I

PRICE BID

(On Electrical Audit & Energy Management Service Company Letter Head)

To,

The Regional Head,
Union Bank Of India,
2nd floor, Radha Palace,
78, Rajpur Road, Dehradun-248001

Dear Sir,

Appointment of Electrical Audit & Energy Management Service Company / Engineer / Architect for carrying out Comprehensive Electrical & Energy Audit of Branches/offices under Dehradun Region

We have gone through the duty list as furnished by the Bank and we have understood requirement of the works. We are interested in undertaking the subject work for theRegional Office and Identified Branches/offices/ATMs on the terms and conditions of the Bank:

- Professional fee will be `_____.
- Service Tax _____

We will not claim any additional charges from Union Bank of India or its Branches / Offices towards traveling, lodging / boarding, food or refreshments etc other than professional fees payable with applicable services tax on account of the subject work under scope of contract.

We also agree that under discretionary power Union Bank of India may split the job with two or more agencies for the work under contract upon exigency of requirement.

Place:

Signature of the Company with Seal