

PART A:**TECHNICAL BID**

(To be submitted in separate envelope as per the following details)

To
The Deputy Zonal Manager
Indian Bank, Zonal Office
18th Floor, Maker Tower-F,
Cuffe parade, Mumbai -400005

Dear Sir,

Sub: Electrical Safety Audit including Thermography – Indian Bank, Mumbai zone branches/ Offsite ATMs/ Offices/Quarters (list enclosed)

Indian Bank Zonal Office, Mumbai Technical Bid For Electrical audit including thermography		
SI NO	Description of Item	Details
1	Name of the Agency	
2	Registered office address	
3	Constitution (Proprietary concern/ Partnership firm/ Agency etc)	
4	Name of the Partners / Directors with phone numbers	
5	Name of the Registering Authority with date and registration number	
6	Whether registered with / for Service Tax purpose, if yes, mention GST No.	
7	Income tax PAN	
8	Details of ESI /PF Certificate (Attested Photo Copy to be enclosed)	
9	Profile of the Agency including last three year Balance Sheet and Income Tax Returns copies	
10	Name and Address of Account maintaining Bank with full details and telephone Numbers.	
11	Name and address of present clients in Mumbai (Attach latest documents as evidence)	
12	Details of address of local office in Mumbai with name of the contact person, Contact Number / email id and functioning since when-----), If any	
13	Details of Address of other Office/ Branch office nearer to Mumbai, If any	
14	The Agency has sponsorship / Licence / Authorization, if any.	
15	Satisfactory Report from other organisations (PSBs)	a) b) c)
20	Separate enclosures wherever required may be enclosed.	
21	Please note that : a. The agency will not resort to sub-contracting.	

	<p>b. All tools, manpower, electrical equipment etc. will be provided by the auditing agency.</p> <p>c. The agency engineers visiting branch are to carry valid Identity cards/ ID proof.</p> <p>d. The audit would be carried out as per guidelines of the bank and report is to be made as per technical format of the bank. No other format would be accepted by the bank.</p> <p>e. The Audit report which the engineer/agency will take along with him on day of Electrical Audit should be duly stamped and signed by the Branch head/ Branch Manager.</p> <p>f. The audit report to indicate the details of the rectification work required (if any) along with photographs/descriptions of the major problem area and faults.</p> <p>g. All the work would be carried out in a coordinated way with minimum disturbance to the branch operations and functioning.</p> <p>h. The date of visit should be fixed in co-ordination with the branch to ensure presence of official, if required.</p> <p>i. If there will be any electric shut down required in the branch or office for doing electric audit then branch may give a suitable date/time for same (as per convenience) and may call /visit on holiday or Sunday for completing the job. No extra payment / charge will be entertained by the bank.</p> <p>j. The agency/firm would be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or their part, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of the electrical audit of branches/offices. Insurance is compulsory and must be in effect during electric audit.</p> <p>k. The bank will have a right to call electrical engineer (auditor) once or more at Zonal office/branch during electrical rectification work.</p> <p>l. Bank will have a right to terminate the contract in between or before the work by giving 15(fifteen) days prior notice to the vendor.</p> <p>m. The agency will prepare and provide SLD (Systematic Line Diagram) of electrical system of the branch and it will be attached in a separate sheet with the audit report.</p> <p>n. The agency will also submit consolidated summary chart of all branches / offices after entire audit work is done with risk classification (Low/Medium/High) mentioned in it. The agency will not claim any amount for the same</p> <p>o. System generated thermography reports should be submitted for each branch.</p> <p>p. Final audit report of each branch duly completed in all respect, with all attachments duly signed with agency seal & registration no. and branch head sign & seal should be submitted within the time frame of 10 days (these 10 days will be counted after 02 months of award of contract) as hard copies in duplicate and scanned copies in CD/USB storage device.</p>
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Date:

Seal and signature of the agency

Name & Address of the Agency:

Place: Mumbai

Telephone No: