Reserve Bank of India

Human Resource Management Department
Aizawl

NOTICE INVITING TENDER

Reserve Bank of India, Aizawl invites Two-part sealed Tender for **Conducting Electrical Safety Audit of Bank's Office Building at Reserve Bank of India, Aizawl** in offline mode. The Schedule of the Tender is as follows:

SCHEDULE OF TENDER (SOT)

a. Estimated cost of the work	₹60,000/-
b. Date of availability of Tender document on RBI Website	September 20, 2024 from 4:00 PM onwards
c. Earnest Money Deposit	**₹1,200/-** (Rupees One Thousand Two Hundred Only) by NEFT NEFT Details: A/C No- 186003001 IFSC – RBIS0AZPA01 (Fifth and tenth digits in IFS code are zero) The last date of submission of EMD is on October 14, 2024, until 2:00 PM. The transaction reference number shall be submitted with the tender document and mailed to oicaizawl@rbi.org.in. * Vendors having MSEs (Micro and Small Enterprises only) Udyam Registration Number (Udyog Aadhar Memorandum Number) irrespective of the category are exempted from the payment of cost of tender documents and submission of EMD at the time of bidding. Bidders must submit MSE (Micro and Small Enterprises only) registration certificate at the time of submission of tender documents (Part I) for claiming exemption of EMD. The documentary evidence should be submitted along with Part-I of the tender.

e. Last Date of submission of sealed tender	October 14, 2024 till 2:00 PM at 1st floor, Reserve Bank of India, Aizawl. House No. T-30, VZ building, Thakthing Veng, Aizawl - 796005
f. Date and time of opening of Part – I of the tender	October 14, 2024 at 3:00 PM

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their candidature.

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender and reserves the right to reject all the tenders without assigning any reason therefor. Amendment/ corrigendum to the tender, if any, issued in future will only be notified on the RBI website.

General Manager & Officer-in-charge
Reserve Bank of India, Aizawl

Reserve Bank of India
Human Resource Management Department
Aizawl

Conducting Electrical Safety Audit of Bank's Office Building at Reserve Bank of India, Aizawl

Part I

Name of the Tenderer: ______________________________

Address: ______________________________

____

Due Date of Submission of sealed tender : October 14, 2024 till 2 PM

Date of opening of Part I of tender : October 14, 2024 at 3 PM

CONTENTS (Part I)

Form of Tender

Place___________

Date ___________

To,

General Manager & Officer-in-Charge
Human Resource Management Department
Reserve Bank of India
Aizawl

Dear Sir,

We have carefully examined the specifications, designs and schedule of quantities relating to the Electrical Safety Audit specified in the memorandum hereinafter set out and having visited and examined the site of the Electrical Safety Audit as specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender. We hereby offer to conduct the Electrical Safety Audit as specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the tenderers and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such equipment's as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a	Description of works	Conducting Electrical Safety Audit of Bank's Office Building at Reserve Bank of India, Aizawl
b	Estimated cost	₹60,000/- (Sixty thousand only)
c	Terms of payment	As per part I of the tender
d	Earnest money deposit (EMD)	₹1,200/- (Twelve hundred)
d	Time allowed for completion of work at site from tenth day of issue of work order	45 days.

2. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.

3. Should this Tender be accepted, I/we hereby agree to abide by and fulfill all the Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your

successors, or assignees or nominees such sums of money (deposited as EMD) as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

4. I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor. We have deposited a sum of ₹ 1,200/- as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.

5. The Tender is submitted in sealed envelope**.**
   - Part I shall have EMD and all commercial terms and conditions and technical particulars
   - Part II shall have the price bid in sealed cover in the Bank's proforma.

Dated this ________ day of _______________2024.

For and on behalf of M/s ____________________________________

____
(Signature with seal)

Name ____________________________________

Designation ____________________________________

Place ____________________________________

Date ____________________________________

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with ____________________________________

name, address and date ____________________________________

____

(2) Signature with ____________________________________

name, address and date ____________________________________

____

Section II

Draft - Articles Of Agreement

ARTICLES OF AGREEMENT made on the ________ day of ______________ between the Reserve Bank of India, Aizawl, having its Central Office at Mumbai (hereinafter called "the Employer") of the one part and ___________________________ (hereinafter called "the Auditor") on the other part.

WHEREAS the Employer is desirous of Conducting Electrical Safety Audit for Office Building at Aizawl and has caused drawings and specifications describing the work to be done AND WHEREAS the said specifications, and the schedule of quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Auditor has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the special conditions and in the schedule of quantities and conditions of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable there under **(hereinafter referred to as "the said Contract Amount").**

NOW IT IS HEREBY AGREED AS FOLLOWS -

2.1 In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Auditor shall, upon and subject to the said conditions, execute and complete the work shown upon the said drawings and described in the said specifications and the schedule of quantities.

2.2 The Employer shall pay the Auditor the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.

2.3 The term "Architect" in the said conditions shall mean CGM-in-charge, Premises Department, Central Office, Reserve Bank of India and on his ceasing to be the architect for the purpose of this Contract for whatever reason, such other person or persons as shall be nominated for that purposes by the Employer, not being a person to whom the Auditor shall object for reasons considered to be sufficient by the Employer provided always that no person or perhaps persons subsequently appointed to be architect under this Contract shall be entitled to disregard or overrule any previous decisions or approval or direction given or expressed in writing by the architect for the time being.

2.4 The said Conditions and Annexures thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.

2.5 The drawings, agreement and documents mentioned herein shall form the basis of this Contract.

2.6 This Contract is deemed to be lump sum Contract as described in the bill of quantities and specifications in part I and part II of the tender documents.

2.7 The Auditor shall afford every reasonable facility for carrying out of all works relating to Electrical Safety Audit in the manner laid down in the said conditions, and shall make good any damages done to walls, floors, etc., after the completion of such works.

2.8 The Employer reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out at any time during the currency of Contract, without prejudice to this Contract.

2.9 Time shall be considered as the essence of this Contract and the Auditor hereby agrees to commence the work from the day of issue of works order/letter of acceptance as provided for in the said conditions and to complete the entire work **within 45** days subject nevertheless to the provisions for the extension of time.

2.10 All payments by the Employer under this Contract will be made only at Reserve Bank of India, Aizawl.

2.11 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Aizawl and only courts in Aizawl shall have jurisdiction to determine the same.

2.12 That the several parts of this Contract have been read by the Auditor and fully understood by the Auditor.

If the Auditor is a partnership or an individual	IN WITNESS WHEREOF the Employer and the Auditor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
If the Auditor is a company	IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorised official and the Auditor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

Signature Clause:

SIGNED AND DELIVERED by Reserve Bank of India, Aizawl

____
(Name and Designation)

In the presence of -

Witnesses –
1. ____________________________________

Address ________________________________

____

2. ____________________________________

Address ________________________________

____

If the party is a partnership firm or individual

SIGNED AND DELIVERED BY ________________
____
____

In the presence of -

Witness -

1. ____

Address _____________________________________

____

2. ____

Address ____

____

THE COMMON SEAL OF ______________________
____

was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on

____

____

In the presence of -
Witness –

1. ____

2. ____

If the Auditor signs under common seal, the signature clause should tally with the sealing clause in the articles of association.

Directors who have signed these presents in token thereof in the presence of -

1. ___________________________________

2. ___________________________________

If the Contract is signed by the hand of power of attorney, whether a company or an individual.

SIGNED AND DELIVERED BY -
the Auditor by the hand of
Shri _____________________________________
____
and duly constituted attorney.

Section III

Commercial Conditions and Schedule of tender

1. Sealed tenders are invited from Electrical Safety Auditors for conducting Electrical Safety Audit in Bank's Office Buildings at Aizawl.

2. **Eligibility:**

   The intending tenderer for conducting Electrical Safety Audit should be a professionally qualified degree holder and experienced **Electrical Safety Auditor.**

   The firm should have the experience of carrying out at least **two electrical safety audits** in Banks, Financial institutions, major hotels or multistoried office buildings or any other electrical installations with a minimum **connected load of 50 kw or above** in last 5 years. (The detail documents AS A PROOF shall be furnished along with part I)

3. **Earnest Money Deposit (EMD): The Earnest Money Deposit (₹ 1,200**/-) shall be paid by the tenderer, submitted through NEFT transfer **A/C No- 186003001 IFSC – RBIS0AZPA01** (**Fifth** and **tenth** digits in **IFS code** are **zero**) The reference number for the EMD payment shall be submitted along with Part I of the tender and mailed to oicaizawl@rbi.org.in on or before 2 PM of October 14, 2024.

4. **Pre Bid Meeting: A pre-tender briefing meeting of the intending tenderers will be held at 1100 hours on October 03, 2024 in Conference Room, RBI Aizawl** to clarify any point/doubt raised by them in respect of the tender. No separate communication will be sent for this meeting. All the intending tenderers are advised to be present and study the tender documents. They may indicate any points/conditions/specifications which need to be clarified during the meeting. These issues will be discussed, and all the tenderers will be advised suitably. The tenderers are expected to get all the issues clarified during this meeting and therefore should desist from deviating from the Bank's tender conditions/specifications in their technical (Part I) and Price bids (Part II).

5. The tender shall be submitted in two parts (part I & part II). Both the part shall be kept in a sealed envelope and shall be kept together in separate third sealed envelope superscribing the work "Conducting Electrical Safety Audit at Bank's Office Building at Reserve Bank of India, AIZAWL and shall be submitted before date October 14, 2024 time 2 PM. Tender received beyond the time period shall not be accepted.

6. The tenders along with the reference for EMD submission for the above work shall be submitted in sealed cover addressed to General Manager and Officer-in-Charge, Reserve Bank of India, Aizawl so as to reach him not later than 1400 hours on October 14, 2024. The envelopes shall be super-scribed **"Tenders for conducting Electrical Safety Audit for Bank's office building at Reserve Bank of India, Aizawl (Part-I/ Part-II)"**. Part I of the tender will be opened on October 14, 2024, at 1500 hours. The EMD of unsuccessful bidder shall be returned to the firm without any interest on award of work to the successful bidder.

7. **Address for correspondence of the tender is as follows:**

General Manager & Officer-in-Charge,
Reserve Bank of India
House No. T-30, VZ building, Thakthing Veng, Aizawl, Mizoram , PIN code 796005

8. Part – II of the tender will be opened on subsequent date under intimation to all the tenderers. Tenderers are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. No terms and conditions or any other information/ enclosures shall be included in the tender Part-II.

9. The tenders shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of tender and shall be extended by such period as may be mutually agreed to.

10. **Contact person regrading tender is Shri SP Sahu. Assistant General Manager, Mob No. 9654946313 (for technical queries) and Shri Lalrosiama Ngaihte, Manager Mob No 8108112907 mail id: oicaizawl@rbi.org.in (for other tender related queries)**

11. **Prices**: The price quoted for the work shall be firm till completion of the work and shall include all taxes including GST as applicable and cost of transportation/accommodation etc. of the equipment and person deputed.

12. This contract is a fixed lump sum contract in respect of the entire Electrical Safety Auditing and to be paid for according to, at the rates contained in the schedule of rates and as provided in the said conditions.

13. The employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Auditor shall not be entitled to any payment for the works done exceeding the tender quantities unless specifically approved in writing by the Bank's engineer.

14. **Completion Period**: The time for completion of the entire work is 45 days at site, from the date of award of work and the final report shall be submitted within 30 days thereafter after mutual discussion and consent of bank’s engineer.

15. **Terms of payment**

The following terms of payment shall be applicable for the work:

i) 100 % payment along with submitted EMD amount shall be made within 45 days of submission of the final report to the Bank. For which the firm shall claim the bill against payment of contract amount along with details bank where the amount to be credited. No interest shall be paid for EMD amount

All payments for the work will be made after statutory deductions.

16. All disputes arising out of or in way connected with this Agreement shall be deemed to have arisen at Aizawl and only courts in Aizawl shall have the jurisdiction to determine the same.

17. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

18. On receipt of intimation from the employer of the acceptance of his/ their tender, the successful tenderer shall be bound to sign the formal contract and within fourteen days

thereof, the successful tenderer shall sign an agreement in accordance with the draft agreement and the schedule of conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the RBI and the person so tendering, whether such formal Agreement is or is not subsequently executed. The cost of necessary stamp paper for execution of the agreement shall be borne by the successful tenderer.

19. If the Auditor being individual or a firm commits any act of insolvency or shall be adjudged an Insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to supervision of the court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall be unable within seven days after notice of him requiring him to do so, to show to the reasonable satisfaction of the Bank's Engineer that he is able to carry out and fulfill the contract and to give security therefore, if so required by the Bank's Engineer. Or If the Bank's Engineer shall clarify in writing to the employer that the Auditor.

20. **The firm complete the work within the time frame mentioned in the tender, otherwise a penalty @ 0.25 % of the contract amount shall be levied for the delayed period, up to maximum 10% of the contract cost or bank may terminate the contract and forfeit the EMD amount submitted by the bidder.**

21. Prevention of Sexual Harassment at Workplace **-** The firm shall be solely responsible in case of any complaint of sexual harassment against its employee within the premises of the Bank. The complaint will be filed before the Regional Committee constituted by the Reserve Bank of India and Bank shall ensure appropriate action under the said Act in respect of the complaint.

22. Any complaint of sexual harassment from any aggrieved employee of the firm against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.

23. The firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues. The firm shall provide a complete and updated list of its employees who are deployed within the Bank’s premises.

Date: Signature of the Tenderer
Place: Name and Address

List of clients

(For whom similar scope has been completed in the last 5 years.)

Sr. No.	Details	Name of client (1)	Name of client (2)	Name of client (3)
1	Address, fax and telephone numbers			
2	Establishment name, location and address.			
3	Brief details of the work			
4	Date of award of contract			
5	Date of completion of work			
6	Whether the Establishment is with central air-conditioning system			

Section-IV

Technical scope of work

Introduction

Reserve Bank of India, Aizawl is desirous of undertaking Electrical Safety Audit of the Electrical/Electromechanical installations provided in the Office Building at Aizawl. The Office Building receives power supply from the Mizoram Electricity supply authorities.

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 to eliminate/reduce the electrical/fire hazards and to improve the safety of the personnel.
- Identifying the potential electrical/fire hazards
- Boosting employee morale by providing safe working environment.
- Smoothening the operation and maintenance of electrical installation.
- Avoiding loss of properties, human life, and costly equipment.
- Ensuring compliance with relevant codes and practice, statutory rules, and regulations of local authority.
- Establishing procedures and process of safe working in electrical installation.

A. Statutory Requirements:

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,

(1) 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 human beings, animals and property.

(2) The relevant code of practice of the Bureau of Indian Standards including National Electrical Code to carry out the purposes of this rule and in the event of any inconsistency, the provision of these rules shall prevail.

B. Details of Electrical Installations in Bank's office building:

The electrical sanctioned load of the office building is around 30 kw and it consists of the following nature of load.

- Electrical Panels, (01 Nos)
- Distribution Board, (light & UPS),
- Distribution circuits,
- Electrical wiring consisting of power, lighting and fan (ceiling and wall mounted) circuits including earthing,
- Two no 6 kva UPS, and battery.
- Kitchen Equipment,
- Servers, switches,
- PCs, printers, and other IT equipment,
- Split AC, and any other equipment and gadgets connected to power supply prone to fire hazards inside the building.

C. Scope of work

The scope of work for the electrical safety audit shall include but not limited to:

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 further measures in case of any gap.
2. **Preparation of single line diagram (SLD) of Electrical Installation** from panel to Floor panels, main LT panel, UPS Panel etc. The SLD should indicate the ratings of the equipment, feeders (wherever possible) etc.
3. **Preparation of earthing layout** encompassing all the accessible and working earth pits in the office premises. Each earth pit should be given a unique identification number and marked on the building plan.
4. **Earth Resistance Testing**

- 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.
- The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.

5. **Identification of any unbalancing of loads**. The unbalancing/overloading, if any, in the electrical installation LT panels, Floor Distribution Panels, Distribution Boards etc. shall be identified with the help of measuring equipment.
6. **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.

7. **Physical inspection of the sources of power supply** viz 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.

8. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.
9. 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.
10. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
11. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.
12. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
13. In addition to the above, checking for any general shortfalls in the existing electrical systems which impact on human and fire safety.

D: 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 required for conducting audit.

Please note - 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.

E. Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in working office building without causing inconvenience to the normal working of the Bank. No power shutdown 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. The 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 person carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection.

F: 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.

Seal & Signature of Agency

Reserve Bank of India
Human Resource Management Department
Aizawl

Conducting Electrical Safety Audit of Bank's Office Building at Reserve Bank of India, Aizawl

Price Bid (PART II)

Name of Work: Conducting Electrical Safety Audit of Bank's Office Building at Reserve Bank of India, Aizawl

Name of the Tenderer: ____

Address: ____

____

Part II (Price Bid)

Name of Work: Conducting Electrical Safety Audit of Bank's Office Building, Aizawl

Sr No	Description	Amount (in ₹)
1	Rate for conducting Electrical Safety Audit and Submitting Electrical Safety Audit Reports as per the scope specified in part I. (The rate shall inclusive of all taxes, duties, levies, insurance, transportation, conveyance halting, and tools/instruments, manpower required for conducting audit & GST etc.)	

Total cost in words: ---

____

Date: Seal and Signature of the Agency.

Place: