



**Reserve Bank of India
Estate Department
Chennai**

**Tender for
Conducting Electrical Safety Audit of Reserve Bank of India's Residential
Premises at various locations in Chennai and Udhagamandalam (Ooty)**

**चेन्नई और उदगमंडलम (ऊटी) में विभिन्न स्थानों पर भारतीय रिज़र्व बैंक के आवासीय परिसरों का
विद्युत सुरक्षा ऑडिट करने के लिए निविदा**

PART I

Name of the Tenderer: _____

Address: _____

Due Date of Submission : April 02, 2026 till 11:00Hrs
Date of opening of Part I of tender : April 02, 2026 at 11:30Hrs
Venue : Estate Department

CONTENTS

S.No	Subject	Page No
1.	अनुभाग I - निविदा फार्म Section I – Form of Tender	3
2.	अनुभाग II - करार की शर्तें Section II – Articles of Agreement	7
3.	अनुभाग III - वाणिज्यिक स्थितियां Section III - Commercial Conditions	11
4.	अनुभाग IV - तकनीकी विवरण Section IV - Technical Specifications	15
5.	अनुभाग V - कार्यस्थल पर यौन उत्पीड़न की रोकथाम Section V - Prevention of Sexual Harassment at Work place	21
6.	अनुभाग VI - न्यूनतम वेतन, गैर-प्रकटीकरण Section VI - Minimum Wages, Non- Disclosure	22

Section I
निविदा फार्म /Form of Tender

स्थान/Place _____

नांक /Date _____

To,

क्षेत्रीय निदेशक/The Regional Director
भारतीय रिज़र्व बैंक/Reserve Bank of India,
संपदा विभाग/Estate Department
फोर्ट ग्लेसिस16-/Fort Glacis-16
राजाजी साल्लै ,पी.बी.संख्या40 /Rajaji Salai, P.B.No 40,
चेन्नै 600 001/Chennai-600 001

महोदया/य Dear Sir / Madam,

हमने आगे दिए गए मेमोरेण्डम में बताए गए इलेक्ट्रिकल सेफ्टी ऑडिट से जुड़े स्पेसिफिकेशन्स, डिज़ाइन और मात्राओं के शेड्यूल की ध्यान से जांच की है और उस मेमोरेण्डम में बताए गए इलेक्ट्रिकल सेफ्टी ऑडिट की जगह का दौरा करके जांच की है और टेंडर से जुड़ी ज़रूरी जानकारी हासिल की है। हम एतद्वारा उस मेमोरेण्डम में बताए गए इलेक्ट्रिकल सेफ्टी ऑडिट को उस मेमोरेण्डम में बताए गए समय के अंदर, साथ में दिए गए मात्राओं के शेड्यूल में बताई गई दरों पर और एग्रीमेंट के आर्टिकल्स में बताए गए स्पेसिफिकेशन्स, डिज़ाइन और लिखित निर्देशों, टेंडर देने वालों के लिए आम निर्देशों और खास शर्तों, यहां पहले बताई गई शर्तों, स्पेसिफिकेशन्स, डेटा शीट और मात्राओं के शेड्यूल के साथ और ऐसे इक्विपमेंट के साथ करने का ऑफर देते हैं, जो दिए गए हैं, और बाकी सभी मामलों में, ऐसी शर्तों के अनुसार, जहां तक वे लागू हो सकती हैं।

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 equipments as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

ज्ञापन/MEMORANDUM

(a)	कार्य का विवरण / Description of works	चेन्नई और उदगमंडलम (ऊटी) में विभिन्न स्थानों पर भारतीय रिज़र्व बैंक के आवासीय परिसरों का विद्युत सुरक्षा ऑडिट करने के लिए निविदा Tender for Conducting Electrical Safety Audit of Reserve Bank of India's Residential Premises at various locations in Chennai and Udhagamandalam (Ooty)
(b)	अनुमानित लागत / Estimated cost	₹1.80 लाख (जीएसटी सहित) Rs. 1.80 Lakhs (inclusive of 18% GST and any other taxes as applicable)
(c)	बिल के निपटान की अवधि / Period for settlement of Bill	विशेष शर्तों की मद संख्या 11 के अनुसार As per clause 11 of Commercial Conditions.
(d)	बयाना / Earnest money deposit	₹. 3600/- (एमएसएमई पंजीकृत फर्म निविदा प्रस्तुत करते समय ईएमडी से मुक्त हैं। हालांकि, कार्य का पुरस्कार मिलने पर ईएमडी जमा करनी होगी) Rs. 3600/- (MSME registered firms are exempted from EMD at the time of tender submission. However, EMD has to be submitted on award of work)
(e)	कार्य पूरा करने का अनुमेय समय/ Time allowed for completion	साइट सर्वेक्षण, डेटा संग्रह/मापन और मसौदा रिपोर्ट कार्य आदेश के जारी होने के 10वें दिन से 30 दिनों के भीतर पूरा किया जाना चाहिए और अंतिम रिपोर्ट उसके 12 दिनों के भीतर प्रस्तुत की जाएगी। The site survey, data collection/measurements and draft report should be completed in 30 days from 10 th day of issue of work order and the final report shall be submitted within 12 days thereafter.

1. हम इससे भी सहमत हैं कि निविदा खोलने की दिनांक से हमारी निविदा 90 दिनों तक बैंक के लिए स्वीकार करने के लिए वैध रहेगी और वैधता की यह अवधि बैंक और हमारे बीच लिखित आपसी सहमति के बाद बढ़ाई जा सकती है।

We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I 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.

2. निविदा स्वीकार होने पर मैं/हम यहां संलग्न संविदा को उक्त शर्तों के निबंधनों एवं प्रावधानों को पूरा करने और उसका पालन करने के लिए या उसमें चूक करने पर संविदा की लिखित में स्वीकृति सहित उक्त शर्तों में वर्णित बयाना जमा राशि जब्त किये जाने और आपके उत्तराधिकारियों, समुनेदेशियों या नामितों को अदा करने के लिए सहमत हूँ/हैं।

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 as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

4. मैं/हम यह समझते हैं कि आप किसी भी या सभी टेंडर को पूरा या आंशिक रूप से स्वीकार करने या अस्वीकार करने का अधिकार रखते हैं बिना इसका कोई कारण बताए। हमने भारतीय रिज़र्व बैंक के साथ 3,600/- की रकम रूप में अर्जेंट मनी जमा की है, जिस पर कोई ब्याज नहीं लगेगा। यदि हमें अनुबंध को पूरा करने के लिए कहा जाने पर इसे निष्पादित करने में असफल हो जाते हैं, तो हम इस बात से सहमत हैं कि यह राशि भारतीय रिज़र्व बैंक द्वारा जब्त कर ली जाएगी।

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 3,600/- 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. **टेंडर को दो भागों में अलग-अलग सीलबंद लिफाफों में प्रस्तुत किया जाता है, जैसा कि नीचे है**
The Tender is submitted in two parts in separate each sealed envelope as under:

- भाग I में ईएमडी और सभी वाणिज्यिक शर्तें और तकनीकी विवरण होंगे
- भाग II में बैंक के प्रपत्र में सीलबंद आवरण में मूल्य बोली होना चाहिए
- 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.

वर्ष 2026 के.....महीने के.....दिन को हस्ताक्षरित /Dated this ___day of 2026

मैसर्स के लिए और उनकी ओर से /For and on behalf of M/s

(सील सहित हस्ताक्षर)/(Signature with seal)

नाम /Name _____

पदनाम /Designation:_____

स्थान /Place _____

स्थान /Date _____

(उपर्युक्त हस्ताक्षरी की पावर ऑफ अटॉर्नी की प्रमाणित प्रति संलग्न की जानी चाहिए/Certified true copy of the Power of Attorney of the above signatory should be enclosed).

साक्षी /Witnesses

(1) नाम, पता और दिनांक सहित हस्ताक्षर/ _____
Signature with name, address and date _____

(2) नाम, पता और दिनांक सहित हस्ताक्षर / _____
Signature with Name, address and date _____

Section II

करार की शर्तें/ Articles of Agreement

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, having its Regional Office at Chennai (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 of Reserve Bank of India's Residential Premises at various locations in Chennai and Udthagamandalam (Ooty)** 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 10th day of issue of work order. The site survey, data collection/measurements and draft report shall be completed in 30 days from 10th day of issue of work order and the final report should be submitted within 12 days thereafter.
- 2.10 All payments by the Employer under this Contract will be made only at Reserve Bank of India, Chennai.
- 2.11 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Chennai and only courts in Chennai 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 authorized 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, _____

(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 presents in token thereof in the Seal, the signature Clause should tally With the sealing Clause in the articles Of association.

Directors who have signed these signs under common 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

1. Sealed tenders are invited from Electrical Safety Auditors for conducting Electrical Safety Audit in Bank's residential buildings at RBI, Chennai.

2. **Eligibility:**

The intending tenderer for conducting Electrical Safety Audit should be 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, residential buildings or any other electrical installations with a minimum **connected load of 100 KW** in last 5 years (Audits completed on or after March 01, 2021 and before Feb 28, 2026).

3. **Earnest Money Deposit (EMD):** The Earnest Money Deposit shall be paid by the tenderer, in the form of Demand Draft drawn in favour of Reserve Bank of India payable at Chennai. The EMD shall be submitted along with Part I of the tender. The tenders submitted without EMD will be rejected by the Bank. However, MSME registration firms are exempted from submission of EMD at the time of tender submission. The proof for registration as MSME firm has to be attached with Part 1 of the tender; otherwise, the bid will be rejected by the Bank. However, the MSME registered firms have to submit tender immediately after the award of work. EMD submitted by the unsuccessful bidders will be returned after award of work to the successful bidder and EMD submitted by the successful bidder will be returned after submission of final report.

Intending tenderers shall remit an amount of **₹3,600/-** to the Bank Account of Reserve Bank of India Chennai on or before **11.00 hours on April 02, 2026**. The account details for NEFT transactions are as follows,

Beneficiary Name: RBI Chennai
IFSC: RBIS0CNPA01
Account No. 186003001

The bidders are advised to send the proof of remittance with transaction number (scanned copy to estatechennai@rbi.org.in)

4. The tenders and EMD for the above work shall be submitted in separate sealed covers addressed to Regional Director, Reserve Bank of India, Estate Department, Chennai so as to reach her not later than 11:00 hours on April 02, 2026. Part I in one cover super scribing as "**Tender for Conducting Electrical Safety Audit of Reserve Bank of India's Residential Premises at various locations in Chennai and Udhagamandalam (Ooty)- Part-1**" Please note that prices should not be indicated in the Part I/ Techno – Commercial Bid. Part I in one cover super scribing as "**Tender for Conducting Electrical Safety Audit of Reserve Bank of India's Residential Premises at various locations in Chennai and Udhagamandalam (Ooty)- Part-II**" Both envelopes (Part 1 & 2) are to be kept in single sealed cover super scribed with "**Tender for Conducting Electrical Safety Audit of Reserve Bank of India's**

Residential Premises at various locations in Chennai and Udthagamandalam (Ooty)”.

5. Part-I of the tenders will be opened on the same day at 11:30 Hrs on April 02, 2026.
6. Part-II of the tenders will be opened on a 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 tender Part-II.
7. The tenders shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of tender Part-I and shall be extended by such period as may be mutually agreed to.
8. **Prices:** The price quoted for the work shall be firm till completion of the work and the final price quoted shall include GST as applicable and cost of transportation/accommodation etc. of the equipment and persons deputed.
9. 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.
10. The employer reserve 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.
11. **Completion Period:** The site survey, data collection/measurements and draft report shall be completed in 30 days from 10th day of issue of work order and the final report should be submitted within 12 days thereafter.

12. Terms of payment

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

- i) 80% of the quoted amount after completion of Electrical Safety Audit and submission of draft report to the Bank.
 - ii) Balance 20% of the quoted amount on submission of the final report to the Bank
- All payments for the work will be made after statutory deductions.
13. All disputes arising out of or in way connected with this Agreement shall be deemed to have arisen at Chennai and only courts in Chennai shall have the jurisdiction to determine the same
 14. 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.
 15. 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.

16. If the Contractor 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 employer that he is able to carry out and fulfill the contract and to give security therefore, if so required by the employer.

Or if the Contractor (whether an individual, firm or Incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor.

Date:

Signature of 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			

Date:

Signature of tenderer

Place:

Name and Address

Section IV

Terms and Conditions and scope of work

Introduction

Reserve Bank of India, Chennai is desirous of undertaking Electrical Safety Audit of the Electrical/Electromechanical installations provided in Bank's residential Quarters at Chennai. The residential premises receives power supply from the Electricity supply authorities. In addition, diesel generator sets of suitable capacities have been installed to meet critical applications during power outages.

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:
 - Identifying the potential electrical/fire hazards
 - Boosting employee morale by providing safe working environment.
 - Smoothing the operation and maintenance of electrical installation.
 - Avoiding loss of properties, human life and costly equipment.
 - Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
 - 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), PD Manual (Para 4.11) 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 electric

Supply lines and apparatus-

(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 2 [human beings, animals and property].

(2) 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.

(3) 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.

1. Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.

2. Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.

3. Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.

4. Ins. by GSR 358, dt. 30.4.1987, w.e.f. 5.9.1987.

Relevant Codes of Practices:

Some of the relevant codes of practice are enumerated below:

- a. Indian Electricity Rules, 1956 (as amended up to date)
- b. IS: 5216 (Part-I) Recommendations on Safety Procedures and practices in Electrical Work.
- c. IS: 5216 (Part-II) Recommendations on Safety Procedures and practices in Electrical Work.
- d. IS: 1646-1961 Code of Practice for fire safety (General) : Electrical works
- e. IS: 4770: 1968 – Specifications for Rubber gloves for Electrical Purpose
- f. IS: 2309 Protection of Buildings and Allied Structures against Lighting
- g. Gazette Notification dated 20th September 2010 issued by Central Electricity Authority regarding Regulations for measures relating to safety and Electric Supply.
- h. National Building Code, 2005 (as amended up to date)
- i. Para 4.11 of PD Manual “Guidelines for operations and maintenance of various installations in the Bank’s properties
- j. Any other local guidelines / bylaws as applicable.

B. Details of Electrical Installations in Bank's residential buildings in PH Road, Besant Nagar, Anna Nagar, KK Nagar, Choolaimedu and Koyambedu:

Sr. No	Property Name	No. of residential flats
1	PH Road	182
2	Besant Nagar	281
3	Anna Nagar	74
4	KK Nagar	121
5	Choolaimedu	108
6	Koyambedu	72
7	Udhagamandalam	10

Distribution Panels, Distribution pillar boxes, Meter rooms, Electrical wiring inside flats (10% of flats in each colony), Building and Equipment Earthing, Various types of motors, DG set, Lifts and any other equipment and gadgets connected to power supply prone to fire hazards.

Details

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 for further measures in case of any gap.
- 2. 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 to the earth terminal of the respective electrical equipment/panel shall be checked and verified.
- 3. Identification of any unbalancing of loads**. The unbalancing/overloading, if any, in the electrical installation viz. LT panels, Floor Distribution Panels, Distribution Boards etc. shall be identified with the help of measuring equipment.
- 4. 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.

5. **Checking Record of test reports** carried out by the OEMs or their authorized representatives for proper functioning of LT switchgear and proper functioning of their protective relays etc.
6. **Checking of Elevators** for passenger movement and passenger safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, firemen control/switch, wiring in shaft and machine room etc. provided in the lift installations and gaps if any shall be identified and indicated in the audit report.
7. **Physical inspection of the sources of power supply** viz DG set and associated power distribution electrical installations including power supply systems & wirings etc shall be done with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice.
8. Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof shall be done.
9. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.
10. 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 RCCB and their ratings for earth leakage protection.
11. Checking 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.
12. Checking of Illumination level in common area as per standard and identifying gaps/shortfalls if any as per process/area requirement.
13. Checking of the provision of electrical shock treatment chart in English and local language near electrical panel. 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 of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
15. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.

16. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.
17. Checking the provision of firefighting equipment 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.
18. Verifying that all the workmen engaged on electrical installation work has been provided Personal Protective Equipment (PPE) i.e. insulated gloves, safety shoes and insulated tools etc. and the same are being used. These equipment should be periodically checked for their proper functioning.
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 and use of proper height, strong and properly insulated ladders for the maintenance work.
22. To check the provision of meter rooms, pump rooms etc.
23. In addition to above, checking for any 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:

- 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.

E. Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in a residential premises without causing inconvenience to the Occupants. Power shut down required for the work will be given 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.

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.

Date:

Place:

Seal & Signature of Agency

Section V

Prevention of Sexual Harassment of women at work place:

The Contractor / Agency shall be solely responsible for full compliance with the provision of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013.

a. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the-said Act in respect to the complaint.

b. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

c. The contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.

d. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

Place:

Date:

Seal and Signature of Tenderer

Section VI

I. **Minimum wages to the workman:** The contractor shall ensure that minimum wages as per statutory requirement i.e. as per Central Labour Commissioner's Rates (C.L.C. rates) to be paid to all the workmen. A certificate to that effect, to be submitted to the Bank during period of execution of work along with invoice.

II. **Labour License:** The contractor shall adhere to various provisions of the Contract Labour (Regulation & Abolition) Act 1970 and fulfill all the statutory requirements.

III. **Force Majeure conditions (applicable during the currency of the completion period)**

Neither Party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting Party's control even after exertion of best efforts to prevent such failure, which failure may include, but not be limited to, acts of God, war, riots, embargoes, strikes, epidemics, lockouts, acts of any Government authority, delays in obtaining licenses or rejection of applications under the Statutes, fire or floods.

IV. The contractor shall take following insurance covers in joint names of the contractor and RBI with Reserve Bank of India as the first name, at their cost and the same shall be submitted before commencement of the work.

- a) Workmen compensation policy.
- b) Third party liability policy with the limits as under.
Rs.10,00,000/- per annum (Rs.2,00,000/- per occurrence)

V. **NON-DISCLOSURE and Indemnity CLAUSE during the execution of work and DLP**

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipments etc. which may come to the profession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer.

The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

Place:

Date:

Seal and Signature of Tenderer



**Reserve Bank of India
Estate Department
Chennai**

चेन्नई और उदगमंडलम (ऊटी) में विभिन्न स्थानों पर भारतीय रिज़र्व बैंक के आवासीय परिसरों का विद्युत सुरक्षा ऑडिट करने के लिए निविदा

**Tender for
Conducting Electrical Safety Audit of Reserve Bank of India's
Residential Premises at various locations in Chennai and
Udhagamandalam (Ooty)**

**PART II
(PRICE BID)**

Name of the Tenderer: _____

Address: _____

Due Date of Submission : April 02, 2026 till 11:00Hrs
Date of opening of Part I of tender : April 02, 2026 at 11:30Hrs
Venue : Estate Department



**Reserve Bank of India
Estate Department
Chennai**

मात्रा के बिल / **Bill of Quantity**

चेन्नई और उदगमंडलम (ऊटी) में विभिन्न स्थानों पर भारतीय रिज़र्व बैंक के आवासीय परिसरों का विद्युत सुरक्षा ऑडिट करने के लिए निविदा

Tender for Conducting Electrical Safety Audit of Reserve Bank of India's Residential Premises at various locations in Chennai and Udhagamandalam (Ooty)

Sr No	Description	Qty	Rate in Rs excluding GST	GST in Rs. as applicable	Total Rate in Rs. = (4)+(5)
(1)	(2)	(3)	(4)	(5)	(6)
1	Rate for conducting Electrical Safety Audit and Submitting Electrical Safety Audit Reports (3 hard copies) as per the scope specified in the tender Part-I.	L.S.			

Date:

Seal and Signature of the Agency

Place: