



State Bank of India

PREMISES & ESTATE DEPT., LOCAL HEAD OFFICE,
THIRUVANANTHAPURAM -695012

NIT NO: THI/LHO/2025/24

State Bank of India invites applications for Empanelment of the Electrical Auditors for conducting Electrical Safety Audit of its branches/offices in the state of Kerala, Lakshadweep and Mahe (Union Territories) from the Energy Auditors/Firms/Electrical Consultants etc satisfying the minimum eligibility criteria as state in this tender

The tentative no of branches & offices for which safety audit is proposed to be conducted is 1300.

1.	Name of Work	ELECTRICAL SAFETY AUDIT FOR OFFICES/BRANCHES OF SBI IN KERALA INCLUDING LAKSHADWEEP AND MAHE
2.	Availability of Empanelment Application	In our website from 31.03.25 to 21.04.25
3.	Date of Pre bid Meeting	08.04.2025 at 15.00hrs at Office of AGM(P&E), SBI, 4 TH FLOOR LHO, POOJAPPURA , THIRUVANANTHAPURAM -12
4.	Last date and time for receipt of Empanelment applications	On or Before 21.04.2025 by 3.00PM
5.	Address at which the applications are to be submitted	AGM (P&E), SBI, 4 TH FLOOR LHO, POOJAPPURA , THIRUVANANTHAPURAM- 12
6.	Date and time of opening of Application	21.04.2025 by 3.30PM
7.	Place of opening Application	AGM(P&E), SBI, 4 TH FLOOR LHO, POOJAPPURA , THIRUVANANTHAPURAM -12
8.	Validity of Empanelment list	Three years from the date of approval
9.	For clarification and other details	Please contact : Electrical Engineer:- 0471- 2192410,430 Asst. General Manager (P&E) Land Line: 0471- 2192402 Email id – agmpre.lhotri@sbi.co.in
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.		
SBI has the right to accept/reject any/all tenders without assigning any reason.		
For and behalf of State Bank of India		



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ELIGIBILITY CRITERIA

- (1) Energy Auditors /Firms/Electrical Consultants who had executed electrical safety audit works in Public sector buildings/offices/industries, Government buildings, Government sponsored Energy Conservation projects, reputed IT buildings etc for the last 3 years. Energy Auditors should have Btech in Electrical Engineering with minimum three years' experience for the works related to Electrical Installations, safety related consultancy and advisory services. For Electrical Consultants and firms the average annual turnover should not be less than Rs.30Lacs during the past three years ending 31st March 2024 for the works related to Electrical sInstallations, safety related consultancy and advisory services. Audited turn over for 21-22,22-23,23-24 to be submitted Sale of Electrical Equipment will not be considered for assessing the turnover. CA certificate or Audited balance sheet to be submitted as documentary proof along with the Application. They shall have a technical support team to conduct safety audit.
- (2) Electrical engineers with 3 years of experience or Retired Electrical Engineers from SBI, PSU, State and Central Government who had not been banned from re-employment and have executed electrical safety audit works in Public sector buildings/offices/industries, Government buildings, Government sponsored Energy Conservation projects, reputed IT buildings etc. Electrical Engineers have completed 65 years of age on the date of publication of this NIT. They shall have a technical support team to conduct safety audits.
- (3) Electrical contractor's with valid Electrical license (supervisory for HT -A and LT – B [All MV category]) should have successfully executed similar safety audit works in Public sector buildings/offices/industries, Government buildings, Government sponsored Energy Conservation projects, reputed IT buildings etc within the last 5 years from the date of publication of NIT. They shall have a technical support team to conduct safety audit.
- (4) The List of technical staff with qualification and relevant experience shall be enclosed.
- (5) The Electrical safety auditor should have an full-fledged office in Kerala (proof of Address to be enclosed).
- (6) Copy of the experience certificates and work orders shall be enclosed.

GENERAL TERMS & CONDITIONS OF CONTRACT

- a. Preference will be given to those who have history of timely completion of works of Similar nature, taken up by them during the last 3 years.
- b. The applicants must enclose their Professional qualification certificates.
- c. Sealed tenders in the prescribed form, in sealed envelopes with necessary certificate and



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documents should be addressed to the **Asst. General Manager** , Premises & Estate ,State Bank of India, Local Head Office, Thiruvananthapuram and super scribed **on the Outer Cover** “EMPANELMENT FOR ELECTRICAL SAFETY AUDITORS FOR VARIOUS OFFICES/BRANCHES OF SBI IN KERALA, LAKSHADWEEP,MAHE” **on or before 21.04.25.**

- d. Bank is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily and Bank reserves the right to accept or reject any or all applications without assigning any reasons.
- e. The validity of the list is for a period of three years. Price bids will be called from the Empanelled panel of contractors as and when required by LHO Administrative Offices, Regions or conducting the Electrical safety audit during the three years period. Electrical Auditor must complete the safety audit as per the L1 rate during the four months' time duration.
- f. The Auditor requires to furnish their PAN No, GST No, Registration details of firm etc.

ASSISTANT GENERAL MANAGER (P&E)



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TERMS AND CONDITIONS

1. The price bid of the eligible electrical auditors will be called for arriving the L1 rates by the Administrative Offices, LHO and Regions as and when it is required.
2. The no of branches mentioned is tentative.
3. Successful vendors should be prepared to execute the audit at the agreed rates to the Bank as and when orders are placed during the validity period of the tender.
4. Your offer shall be valid for a period of 6 months from the date of opening of the Price bids.
5. All pages of the tender document shall be signed by authorized signatory and stamped.
6. All corrections shall be duly signed and stamped. Applications received after the above date/time will not be considered.
7. Bank reserves the right to reject the offer without assigning reason or what so ever. Bank reserves the right to distribute and execute the work at the L1 rate through the L2 , L3 & L4 vendors upon their willingness. The ratio of work distribution among L1, L2, L3, L4 vendors are in the ratio 50:25:15:10 if necessary.
8. Bank reserves the right to allocate any region or branch as per their requirement of Administrative units, RBOs to the Empanelled Auditors at the L1 rate.
9. Bank reserves the right to de panel the Safety Auditor 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.
10. Please enclose the list of technical staff with contact addresses, telephone numbers.
11. Conditional tenders are not acceptable.
12. The Electrical safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the safety audit at their cost.
13. Adequate care should be taken by the auditor 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 firm.
15. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's.



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14. All the rates quoted against each category must include Conveyance, Lodging Expenditure required for men and material. No further enhancement in the quoted rates are permissible.
15. The Electrical auditor must submit the audit report in four copies with one copy to the Branch, Administrative office, Assistant General Manager (Premises & Estate), Regional Manager. The Electrical Auditor must submit the soft copy of the report to Electrical Engineer at Local head office as per the Annexure B
16. The visit and Audit report with the acknowledgement of the Branch official shall be submitted to the respective regions for the payment.
17. The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO and branch well in advance for necessary co-ordination. Shut down required if any may be intimated to branch in advance.
18. Payment will be made at respective regions after successful completion and submission of Electrical safety audit reports in 4 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. The vendor must submit the soft copy of the Electrical Audit report in excel format to the Electrical Engineer at Local Head Office.
19. Upon the non-successful submission of report in required format in four copies banks reserves the right to reduce the fees payable to the vendor .
20. Over writing should be avoided and all corrections should be duly signed.
21. No inconvenience should be caused to staff/customer during working hours
22. If the bank observes that the Auditor has not completed the task upto its satisfaction, Bank reserves the right to ask for re auditing the premises without any additional payment.
23. Time allowed for completion after the allotment of Branches is 4 months from the day of issue of Work order. Time is the essence of the Contract. Delay will be penalized suitably @1/2 % per week of delay.
24. The Electrical Safety Auditor/Consulting Firm/Consultants 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



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indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.

25. The Electrical Safety Auditor/Consulting Firm/Consultants 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 the contract.

Date:

Place:

Accepted/Not accepted

Applicant's Signature and stamp



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SCOPE OF WORK FOR ELECTRICAL SAFETY AUDIT

- a. Physical inspection of the Bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.) as per Kerala Electrical Inspectorate and KSEB Ltd Guidelines.
- b. Review of protection devices such as MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not.
- c. Review of adequacy of Wires/Cable sizes based on actual load current measurements, insulation resistance, tightness of terminations.
- d. Review of electrical accidents to identify root cause of the accidents, if happened any review the EPM (Electrical Preventive Maintenance) program if any, in the Bank Premises to suggest recommendations as per applicable standards.
- e. To evaluate the earthing system (installation and maintenance) in the plant based on IS 3043 and to suggest recommendations including the measurement of Earth resistance.
- f. Check for any loose contacts at the mains switches, DB, Switch boards etc.
- g. Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
- h. Reliability of the electrical distribution system with the equipment's like air conditioners, UPS's, Generators etc. Checking whether the AMC of these items are in place.
- i. Evaluating whether the demand load is within the sanctioned load with proper load balancing.
- j. Verification of the operation of system room Air conditioners with timer mechanism.
- k. Report must consist of your Observations on account of the Electrical safety and various Measures suggesting for the improvement of the safety existing systems.
- l. Preparation of Safety audit report and submission within the completion period in triplicate with non-scale layout of the branch including denomination of the areas used by you for auditing. Report must consist of the single line diagram of existing electrical system including marking the position of critical faults needing immediate attention.
- m. Review of the Existing condition of the HT transformer, Substation, Main panels, Load break switch.
- n. Thermo graphic images of DB's, panel boards shall be enclosed with the report.

**Asst. General Manager,
Premises & Estate Dept,
State Bank of India,
Local Head Office, Thiruvananthapuram**



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PREMISES & ESTATE DEPT., LOCAL HEAD OFFICE,

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SNo	Parameter	Your Response
1	Whether agreeable to all the terms and conditions expressed by the Bank?	Yes / No
2	Whether agreeable to the payment norms of the Bank?	Yes / No
3	Whether agreeable to execute Electrical safety audit for number less than indicated in this tender in case of need at any point of time, during period of contract	Yes / No
4	Whether agreeable to execute all the parameters as per the enclosed check list for Electrical safety audit	Yes/ No

We have read and understood all the terms and conditions stipulated by the Bank and do hereby agree to each and every item indicated therein.

ELECTRICAL SAFETY AUDIT FOR OFFICES/BRANCHES OF SBI,
THIRUVANANTHAPURAM CIRCLE

(Invariably respond to all the following parameters/aspects. Do not delete or add any parameter from/to this list.)
Dated this ____ day of _____ 2025.

COMPANY SEAL

AUTHORISED SIGNATORY OF THE COMPANY

State Bank of India

LOCAL HEAD OFFICE, THIRUVANATHAPURAM CIRCLE,
THIRUVANANTHAPURAM 695012

APPLICATION FOR ELECTRICAL AUDITORS FOR CONDUCTING SAFETY AUDITS FOR VARIOUS SBI OFFICES/BRANCHES

Annexure -A

1.	Name of the Firm / Electrical Safety Auditors /Electrical Consultants/Electrical Engineers	
2.	Address	
3.	Telephone nos. including Mobile no.	
4.	E-mail Id	
5.	Constitution of the Firm (Proprietorship/Partnership/Company)	
6.	Year of Establishment of firm	
7.	Name of Partners/Associates/Directors.	
8.	Proof of age to be submitted for the retired Engineers /Graduate Engineers experience with minimum 3 years category	
9.	<p>Details of major works of similar nature completed during last 3 years in PSU/Banks/Govt Organizations/Software firms by the Applicant. Details to be given in enclosed format (Annexure B)(for all other Applicants)</p> <p>If the Applicant is an Electrical contractor furnish the details of similar works executed during last 5 years in PSU/Banks/Govt Organizations/Software firms by the Applicant</p> <p>If the applicant is a Retired Engineer from SBI Group/PSU/Central/State Govt provided they are not barred from re-employment in the Bank</p>	

	(Proof to be submitted)	
10.	Name and value of other similar major works on hand in PSU/Banks/Govt Organizations/Software firms.	
12.	List of Technical Personnel employed with profession experience and qualification.	
14.	List of other staff employed.	
13.	List of office equipment's owned by the Firm.	
14.	Banker's Name	
15	List of registration with other Organizations	
17.	Whether registered for Service tax purpose. If so, mention number & date.	
18.	For Electrical consultants applying for Electrical Audit shall submit the documentary proof for an average annual turnover of not less than Rs. 30 lacs during the past 3 years, ending on 31st March 2024 for Electrical related consultancy and advisory services and not from sale of equipments.(verifiable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet). (Proof to be submitted)	
19	Contractor's possessing valid Electrical license (Supervisory – HT (A) & LT (B All MV) category). Documentary proof to be submitted	

NOTE: Separate sheets, documents, etc. in support of above can be enclosed

Certified that the above particulars furnished are true. I/we understand that in the event of any of the inputs found to be incorrect/false my/our application is liable to be rejected and empanelment will be canceled, apart from inviting other legal actions.

Date:

Signature of authorized signatory with seal

Place:

State Bank of India

LOCAL HEAD OFFICE, POOJAPPURA, THIRUVANANTHAPURAM

Annexure – B

FORMAT FOR ELECTRICAL SAFETY AUDIT

BRANCH CODE & REGION	
DATE OF INSPECTION	
AREA OF BRANCH	Sq FT/Sq.Meter

ELECTRICAL DETAILS

SL.NO	PARTICULARS	DEMAND / VALUE
1	SANCTIONED LOAD	
2	AVERAGE USED LOAD	
3	AVERAGE POWER FACTOR	
4	PEAK LOAD	
5	CONNECTED LOAD	
6	MONTHLY AMOUNT OF ENERGY BILL (APPROX)	
7	TOTAL TONNAGE OF AIRCONDITIONERS IN BRANCH	

LIST OF MAJOR EQUIPMENTS & DEVICES

SL.NO	DESCRIPTION	STANDARD WATTAGE	INVENTORY FLOOR WISE		TOTAL WATTAGE(KW)
			I st	ii nd	
1					
2					
3					
4					
5					
6					
	TOTAL LOAD(KW)				

SI No	Check points	Presents Status	Rectifications proposed	Observations/Comments
1	Whether demand load is less than the sanctioned load			
2	Whether penalty is being imposed on electricity bills(I			

	may be ascertained from the electricity bill of April/May/June/July			
3	Whether additional electrical load is required from power distribution company			
4	Whether Lightning arrestor is provided for Multi stored building			
5	Whether DB's are properly covered			
6	Whether Electrical equipment's of pantry are properly connected to plug socket arrangement with mcb			
7	Whether panel boards and distribution boards were opened and checked for overheating, loose contact, blackening etc by the electrician who undertake the preventive maintenance			
8	Whether branch has arrangement for periodical maintenance if so name, contact no and address			
9	General condition of AC's water cooler, water filter etc..			
10	Whether preventive maintenance of equipment is carried out by skilled license holder electricians			
11	Whether the contact numbers of persons, electricians, power distribution co, generator vendor etc are available with guard room			
11	Whether Load is balanced in all phases to avoid unbalancing of phases			
12	Whether the sizes of cables/wires are of adequate rating and gauge <ul style="list-style-type: none"> a. Incoming b. UPS c. PDB d. AC e. LDB f. Electrical gadgets 			

13	Whether cables are properly terminated			
14	Whether existing MCB /MCCB/ELCB provided are of adequate rating			
15	Whether MCCB/MCB/ELCB provided in Distribution boards are functioning properly			
16	Whether all plug points are provided with proper earth lead			
17	General Condition of Electrical wiring and type of electrical wiring Open/concealed			
18	Whether single isolating switch is available for the premises and separate switch for the AC in system room, UPS provided at the branch for switching off the non-essential loads at premises during the night			
19	Whether ELCB is provided for Glow sign board			
20	Whether system room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly			
21	Whether UPS room is properly ventilated and isolated from printer room, system, record room			
22	Whether UPS output is provided for CCTV , Fire alarm system and emergency loads			
23	Condition of Electrical panel room and UPS room and whether properly well-kept and presence of inflammable items if any present may be mentioned clearly in the report			
24	Any hanging/unprotected loose electrical live wires inside the branch premises			
25	Whether power supply to Locker, strong rooms,record/Stationary are			

	disconnected by the removal of three core wire and plug arrangement			
26	Condition of earthing with meggered values and whether meggered resistance values are within the standards			
27	Condition of HT transformer, Breaker, Power cables, Load break switch			
28	Whether Cos is of proper capacity			
29	Whether DG sets neutral and body are independently grounded			
30	Whether AC points are at easily accessible height			
31	Whether Air conditioners, stabilizers are functioning properly. Please specify the Quality and type of stabilizer			
32	Whether AC's and UPS systems are under AMC			
33	Readings for Incoming Voltage and Current at peak hours between 11.00AM to 3.00PM as per the below format			
34	General condition of Main switch, Electric meter board and change over switch			
35	Whether light provided in electrical rooms/operation areas is sufficient / adequate for easy operation & maintenance works			
36	Whether Emergency light is provided in Electrical rooms			
37	Whether pump room is maintained dry in good condition			
38	Whether water seepage is observed near any of the Electrical equipment and wirings			
39	Whether paper, old material or any other scrap kept near DB/panels/UPS/Batteries etc. If so whether they are kept at least 3 feet distance from			

	Electrical points/switch/junction boxes			
40	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided			
41	Whether diesel ie inflammable materials are safely stored			
42	Whether the contact numbers of persons, electricians, power distribution co, Generator vendor etc are available with guard and other staff and displayed?			
43	Whether Earth pits are provided and connected /Earthing report is provided by the Electrical contractor or licensed electrician			
44	Whether Earthing for body and Neutral are provided for DG sets			
45	Whether Neutral to earth voltage is within permissible limits			
46	Combustible leaf, litter/waste papers etc in and around the branch is removed /cleaned periodically			
47	All disposable records,broken furniture etc accumulated at the premises have been cleared			
48	In the pantry/canteen LPG is used (Yes/No)			
49	Whether Exhaust fan is installed in UPS room			
50	Are fire extinguishers available in the following work area and clearly marked and accessible? A. System/UPS Room- Co2(3 Kg/4.5Kg)x2 B. Banking Hall- Water Co2 type C. Stationary Room – Water CO2 type			
51	At least two 6Kg ABC capacity fire extinguishers are placed near the Diesel Generator?			

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Parameter	Test Point	Reading	Standard range	Observation
Voltage at Incoming point	Between phases, Between Phase and neutral, N-E			
Current at Incoming point	R phase Y phase B phase Neutral			
Frequency				
Power factor				

The above observations are true and actually recorded by me.

Place :

Signature

Date :

Stamp

FOR HT SUBSTATION

ELECTRICAL DETAILS

SL.NO	PARTICULARS	DEMAND / VALUE
1	SANCTIONED LOAD	
2	CONNECTED LOAD	
3	BILLING DEMAND	
4	MAXIMUM DEMNAD (preferably April/May/June months)	
5	PEAK LOAD/PF VALUE AS MENTIONED IN ELECTRICITY BILL (preferably April/May/June months)	
6	MONTHLY AMOUNT OF ENERGY BILL (APPROX)	
7	TOTAL TONNAGE OF AIRCONDITIONERS IN BRANCH	
8	CAPACITY OF SUBSTATION AND VOLTAGE	

SI No	Description	Presents Status (Yes/No)	Observations/Comments
1	Whether permission of substation and DG set are available and copies of the same are available at Substation		
2	Whether Electric shock treatment chart Electrical and fire safety charts and single line diagram are displayed?		
3	Whether emergency contact numbers of Fire station, Health center, Power distribution Co etc are displayed at substation and control room		
4	Whether electrical danger (fig of skull & cross bones, 440 V/ 230V) is provided on Main Electrical panel/electrical room/operating areas		
5	Safety Materials like Fire extinguishers, Sand buckets, Rubber Mats, Hand gloves, First aid box etc are available in substation?		
6	Whether the inspection of Substation/DG set/Lift is done once in a year and inspection fees paid well in time?		
7	Whether the observations by Electrical inspector during his last visit have attended?		
8	Whether preventive maintenance of		

	Breakers, Transformers, Panels etc is carried out as per schedule		
9	Whether contract for Maintenance of transformer/Breaker etc are given to respective manufacturer?		
10	Whether (I) The Maintenance contractor has "A" class Electrical contractors license as per prevailing guide lines of the concerned state/Central govt> (II) The workmen/Technicians possess the wire men/Electricians license ?		
11	In case of outdoor substation (I) Whether the stone gities provided in substation yard? (II) Whether the Substation structure fencing boundary is provided, painted and well maintained?		
12	Whether proper nomenclature and painting is done on Electric panels and earthing pits?		
13	Whether Earthing test reports are provided by the Electrical contractor		
14	Check last date of oil BDV test and confirm the BDV value whether permissible or not?		
15	Whether mechanical and Electrical interlocks of critical equipment's are working or not?		
16	Operating manuals for critical equipment's like transformer, breaker etc are available on site or not?		
17	1. Whether Automatic power factor control (APFC) panel is provided or not & whether pf value is maintained within limits.		
18	Whether any penalty is imposed in electricity bill for poor pf value or any incentive are getting in Electricity bills for maintaining the PF value		
19	Whether the Maintenance staff wear shoes and they are well dressed		
20	Whether some training/meeting with maintenance staff about safety challenges is arranged at least half yearly		
21	Thermographic Observations on		

	thermo graphic images at Electric panels. & Distribution boards.(please upload the thermographic images on the system)		

The above observations are true and actually recorded by me.

Place :

Signature

Name of the Auditor

Name of the Agency

Supervisor's valid License No

Date :

Stamp