

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General Administration Wing**

**Empanelment -Electrical Safety Audit -2023**

**Tender Enquiry No:52/2022.**

**Kerala Gramin Bank**, a Regional Rural bank in Kerala with head office in Malappuram having having 634 branches & 10 Regional offices,Head Office spread all over Kerala, (Please visit our website for more details) proposes to empanel Electrical/ Electrical Safety Audit firms/Individuals for the Bank.

**Details of Empanelment documents.**

This empanelment document consists of the following:

- **Notice inviting applications for empanelment of Electrical/Electrical Safety Audit Firms/Individuals.**
- **General rules and instructions to the intending applicants.**
- **Scope and eligibility criteria.**
- **Application formats ( for empanelment).**

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<b>Important Dates</b>	
<b>Last date and time for receipt of Empanelment applications.</b>	<b>On or Before 13/01/2023 by 5.00 pm</b>
<b>Tentative date and time of opening the application.</b>	<b>18/01/2023 by 3.00.pm</b>
<b>Venue.</b>	<b>Kerala Gramin Bank, Head Office, Malappuram</b>
<b>If any queries, please contact : 9400999015,9400999066,9400999889.</b>	

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General administration Wing**

**Notice for empanelment -2023**

**Tender Enquiry No:52/2022.**

**Kerala Gramin Bank**, a Regional Rural bank in Kerala with head office in Malappuram having having 634 branches, Head Office & 10 Regional offices spread all over Kerala, (Please visit our website for more details) proposes to empanel Electrical/ Electrical Safety Audit firms/ Individuals for conducting electrical safety audit for the Bank.

Empanelment is intended to be carried out the detailed Electrical Safety Audit of all branches/offices of Kerala Gramin Bank.

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**Mode of submission of application for empanelment.**

Prescribed application forms for empanelment and other details are available at Bank's web site. [www.keralagbank.com](http://www.keralagbank.com).

Duly completed application forms in the prescribed format with required documents should be submitted to Head office /GA wing of the Bank (Malappuram) in the address mentioned below on or before **13-01-2023 -5 p.m.**

**1.New applications**

Those who desirous of getting new empanelment shall submit duly filled in Application form (**Application**) for new empanelment shall be sent to the address mentioned below along with all documents, details, proofs etc in a sealed, self addressed cover super scribed as "**Application for empanelment –Electrical Safety Audit -2023.**" along with the requisite fee of Rs. **500/-** (non refundable) by way of crossed Demand Draft, drawn in favour of Kerala Gramin Bank, payable at Malappuram on or before **13-01-2023 -5 p.m.**

GST Registration No, TIN no PAN No.Full name and address of authorized person and contact numbers shall be invariably furnished in the application without fail. e-mail id and mobile /telephone nos. are also to be furnished without fail.

**The Assistant General Manager,**

General Administration Wing

Head office

Kerala Gramin Bank

A.K.Road, Malappuram

Malappuram (Post) - 676 505

Kerala

(Phone-0483-2733507- 940999015 )

## **2. Renewal applications**

The firms who are already empanelled by the Bank and who are in the existing panel of Kerala Gramin Bank shall renew their empanelment by submitting renewal application **(Application - Renewal)** for continuing their empanelment status. They should also submit the application to the Bank in the address mentioned above on or before **13-01-2023- 5 p.m.**

### **Special Note-**

**Bank reserves the right to accept or reject any application or all the applications without assigning any reasons whatsoever. Bank reserves right to eliminate any person/firms/contractors etc from the list at any time without assigning any reason whatsoever.**

**Empanelment is a routine exercise and not a eligibility criteria for getting work /supply order from the Bank. Same will be given only on the basis procurement and other policies of Bank.**

Please See General Rules and instructions for the empanelment also.

Place: Malappuram  
Date: 29-12-2022

**General Manager**

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General administration Wing**

**Empanelment -Electrical Safety Audit -2023**

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Kerala Gramin Bank intend to prepare a panel of qualified Electrical/ Electrical Safety Audit firms/Individuals, in the Branches and Offices of the Bank. Empanelment period is from 01/02/2023 to 31/12/2025.
2. Generally, the routine works of the Bank are awarded /procurements are made on calling competitive tenders/ quotations from the empanelled contractors/suppliers. However, the Bank has the right to fix a specific rate for the works and award the work/procure & supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
3. Bank reserves the right for empanelling and de-empanelling any person/firm/dealer/supplier/vendor/contractor at any point of time without assigning any reason whatsoever.
4. Empanelment is a routine exercise and not a eligibility criteria for getting work order /supply order from the Bank. Same will be given only on the basis procurement and other policies of Bank.
5. Bank now intend to empanel firms for electrical safety audit in all our branches/ offices as noted in the empanelment notification.
6. The complete documents as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
7. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
8. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and **no** correspondence will be entertained in this regard.
9. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

10. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
11. The evaluation will be based on the experience of the Firms/Consultants / Architects / Contractors / Suppliers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished, inspection of works and eligibility criteria, the Consultants / firms will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post / e-mail.
12. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
13. Applications received after the due date and time is liable for rejection.
14. **The Consultants / Firms/ Contractors / Suppliers having their office in the geographical jurisdiction of the Bank will be preferred. The empanelment shall be valid for a minimum period of three years or till the finalisation of next empanelment, whichever is later.**
15. Kerala Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
16. **Those who are in the existing panel of both erstwhile South Malabar Gramin Bank and erstwhile North Malabar Gramin Bank and Kerala Gramin Bank are also requested to submit the application for empanelment-2023 along with the latest details.**

## **I. SCOPE AND ELIGIBILITY CRITERIA .**

### **A. SCOPE OF WORK FOR ELECTRICAL AUDIT:**

The services of **Electrical /Electrical Safety Audit Firms** will be used for conducting electrical safety audit to all our branches/offices.

- 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.

The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

**B. ELIGIBILITY CRITERIA:**

**a. Consultant- Electrical Engineering and Electrical Safety Audit:(Mandatory)**

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 B tech in Electrical Engineering with minimum three years' experience for the works related to Electrical Installations, safety related consultancy and advisory services. They shall have a technical support team to conduct safety audit.

2. Should be an assessee of Income Tax.

**b. Consultant- Electrical Engineering and Electrical Safety Audit:(Optional)**

1. The individual/firms should have conducted electrical safety audit in atleast 50 or more branches/offices during the past 3 years(cumulative).
2. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs.

**Note:** 1. The Electrical Safety Audit Firms having the experience in conducting electrical safety audit for government, PSUs and Public Sector banks and Financial Institutions will be preferred.

2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.