



**Reserve Bank of India
Estate Department
Lucknow**

Notice Inviting Tender (NIT)

Electrical Safety Audit of Bank's Office Building & Residential Colonies of RBI Lucknow:

Reserve Bank of India invites tender Electrical Safety Audit of Bank's Office Building & Residential Colonies of RBI Lucknow. The tendering would be done through Offline mode. Interested companies/agencies/ firms must submit the sealed quotations (Separately for Part I and Part II) at Estate Department, 3rd Floor, RBI Lucknow, 8-9 Vipin Khand, Gomti Nagar, Lucknow -226010 to participate in the tendering process. The Schedule of Tender is as follows:

Mode of Tender	Offline
Estimated Cost	₹75000/- (Rupees Seventy-Five Thousand only)
Earnest Money Deposit (EMD) through NEFT and intimate/ forward the transaction details UTR number to edlucknow@rbi.org.in	₹1500/- (Rupees One Thousand Five hundred only) in the form of EMD IN FAVOR OF Reserve Bank of India, Lucknow to be delivered through the NEFT on given details: Beneficiary Account Number:-186003001 Beneficiary IFSC:- RBIS0LKPA01
Date of NIT and Tender Document (Notice Inviting Tender) available to parties in tender section of RBI Website	August 26, 2025
Last date & time of submission of duly filled quotations (Separately for Part I and Part II) by hard copies	September 16, 2025, till 1400 hours
Date of opening of quotation for Part I (techno-commercial bid)	September 16, 2025, till 1500 hours
Date of opening of Part-II (price bid)	Shall be informed separately to parties

Intending tenderers shall pay as earnest money a sum of ₹1500/- by way of NEFT to Reserve Bank of India, Lucknow.

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility (mentioned in the tender document- Part-I) and in the event of their failure to do so, the Bank reserves the right to reject their bids. Tenders without EMD will not be accepted under any circumstances.

The Bank is not bound to accept the lowest tender and reserves the right to accept either

in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

Any amendments/ corrigendum to the tender, if any, issued in future will only be notified on the RBI Website as given above and will not be published in the newspaper.

**Regional Director
Reserve Bank of India
Lucknow**



Reserve Bank of India
Estate Department
Lucknow

Part-I / Commercial Bid

Tender for Conducting Electrical Safety Audit of Bank's Office Building and Residential Colonies at RBI Lucknow

Name of the firm:

Address:

Email:

Telephone:

Fax:

Name of contact person for the work:

Mobile Number:

Email:

Date of submission of the tender: upto 1400 hours of September 16, 2025

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Section I
Form of Tender

Place _____

Date _____

To,

The Regional Director
Estate Department,
Reserve Bank of India
8-9, Vipin Khand
Gomti Nagar
Lucknow -226010

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	Tender for Conducting Electrical Safety Audit of Bank's Office Building and Residential Colonies at RBI Lucknow
b	Estimated cost	Rs.75,000/-
c	Terms of payment	As per clause 13 of Commercial Conditions.
d	Earnest Money	Rs 1500 by NEFT paid through NEFT/ Net banking only to in our A/c No. 186003001, IFSC RBIS0LKPA01 (0= zero) to Reserve Bank of India Lucknow. Please mention UTR transection details while applying in the given format. Note: Kindly mention your name/ company name in the NEFT Transaction remarks.

		<p>No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, Lucknow.</p> <p>MSEs are exempted from submission of EMD subject to submission of MSE Registration certificate.</p>
e	Time allowed for completion of work from tenth day after the date of letter advising acceptance of tender	30 days from the 10 th day from the issue of work order

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.
4. 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
5. 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 (NEFT) a sum of Rs.1500/-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.
6. The Tender is submitted in sealed envelope.
 - ☐ Part I shall have 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 _____ 2025.

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

Articles Of Agreement

ARTICLES OF AGREEMENT made on the _____ day of _____ between the Reserve Bank of India, Lucknow 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 its Office Building and residential colonies at RBI, Lucknow** and has caused drawings and specifications describing the work to be done AND WHEREAS the said specifications, and the schedule of quantities, scope of work 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 commercial conditions and scope of the work 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 "Employer" in the said conditions shall mean Regional Director, RBI Lucknow, and on his ceasing to be the employer 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 as specified from the **30** days from the 10th day from the issue of work order 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, Lucknow.
- 2.11 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Lucknow and only courts in Lucknow 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, Lucknow

(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

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

clause should tally with the sealing clause in the articles of association.

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

1. _____

2. _____

SIGNED AND DELIVERED BY -
the Auditor by the hand of
Shri _____

_____ and duly constituted attorney.

Section III

Commercial Conditions

1. Sealed tenders in two part are invited from Electrical Safety Auditors for conducting Electrical Safety Audit in Bank's Office Building and Residential colonies at Lucknow.

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 or any other electrical installations with a minimum **connected load of 500 KW** in last 5 years (from date of issue of tender).

3. **Earnest Money Deposit (EMD):** The Earnest Money Deposit of Rs 1500/- shall be paid by the tenderer through NEFT RBI Lucknow A/c No. 186003001, IFSC RBIS0LKPA01 (0= zero). **Demand Draft /Cheque is not accepted for EMD.**

Intimation of the same we may be given through email as mentioned above. EMD of L1 bidder will be released after completion of work rest bidders EMD will be released after award of the work.

4. **If the contractor's firm is registered as MSEs in accordance with the provision of micro, small & medium enterprises development (MSMED) Act, 2006, the firm shall be exempted from payment of earnest money deposit (EMD). Firm shall have to submit their MSEs Certificate subjected to verification and scrutiny by Bank.**

5. Tenderer may communicate through email edlucknow@rbi.org.in.

6. The tenders for the above work shall be submitted in separate-separate sealed covers for Part I and Part II and one another cover for containing both envelope of Part I and Part II addressed to Regional Director, Reserve Bank of India, 8-9, Vipin khand, Gomti Nagar- Lucknow-226010, so as to reach him not later than hours on The envelopes shall be super-scribed " **Conducting Electrical Safety Audit of Bank's Office Building and Residential Colonies at RBI Lucknow (Part-I/ Part-II)**". Part I of the tender will be opened on, **2025** at hours.

7. 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.

8. 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.

9. **Prices**: The price quoted for the work shall be firm till completion of the work and shall include all taxes including work contract tax, service tax , GST as applicable and cost of transportation/accommodation etc. of the equipment and persons deputed.

10. 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.

11. 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.

12. **Completion Period**: The time for completion of the entire work is 30 days from 10th day from the date of award of work. The site survey, data collection/measurements and draft report shall be completed in 35 days and the final report shall be submitted within 05 days thereafter. The work completion means submission of safety audit report to the Bank in all respect as per scope of the work.

13. **Liquidity Damages**: If work does not completed within stipulated time period as mentioned clause 12 liquidity damage of Rs.50/- per day and maximum up to 10% of contract amount.

14. **Terms of payment:**

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

- i) 100% of the quoted amount after completion of Electrical Safety Audit and submission of final report to the Bank (3 no's of hard copies).
- ii) All payment for the work will be made after statutory deductions as applicable or any other taxes.

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

16. 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.

17. 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 on Rs100/- non judicial stamp paper 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. However, Bank reserve the right to cancel the work order, if formal contract does not executed within stipulated time period. The cost of necessary stamp paper for execution of the agreement shall be borne by the successful tenderer.

18. 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.

19. A bidder is liable for debarment/disqualification from bidding on the following grounds:

1. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:

a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

b. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.

c. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.

d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

e. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.

f. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

g. obstruction of any investigation or auditing of a procurement process.

h. making false declaration or providing false information for participation in a tender process or to secure a contract;

i. failed to disclose conflict of interest

failed to disclose any previous transgressions made in respect of the provisions of sub-clause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.

2. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.

3. If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for

causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

20. The 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.

21. Non-Disclosure Clause

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system / equipment 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 because 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.

Date:
Place:

Signature of the Agency
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	Establishment name, location and address.			
2	Telephone and email address			
3	Connected load of Building			
4	Brief details of the work			
5	Date of award of contract			
6	Date of completion of work			
7	Work order detail			
8	Whether the Establishment is with central air-conditioning system			

Copy of work order must be attached.

Section IV

Terms and Conditions and scope of work

Introduction

Reserve Bank of India, Lucknow is desirous of undertaking Electrical Safety Audit of the Electrical/Electromechanical installations provided in the Office Building and residential colonies at Lucknow. The Office Building 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.
- Smoothening 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[(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 Lightning
- 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 office building and Residential Colony.

Lucknow office building has connected load 942 KVA. It has Substation, Transformers 2 X 750 KVA having dry type transformers, Switchgear/Breakers(ACB), Electrical Panels, Capacitor Panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing, Building and Equipment Earthing, Various types of motors, DG set (380KVA & 400 KVA), UPS

2X80 KVA(02No's), Central Air-conditioning Plant 2 X 200TR, Room Air conditioner, Air Handling Units, Lifts, Lightening Arrester, Kitchen Equipment, Water Pumps, Servers, switches, PCs, printers and other IT equipment and 20 KWp solar plant any other equipment and gadgets connected to power supply prone to fire hazards. The residential Colony at Aliganj is equipped with 02 No's 630 KVA Transformer maintained by LESA, 03 No's water lifting pump and 02 No's Submersible pumps, 224 No's flats including VOF.SRA, THH and single room flats.

The residential Colony at Laplace is having 15 no's flats including VOF, SRA, and single room flats.

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. **Preparation of single line diagram (SLD) of Electrical Installation** from HT panel to Floor panels, covering transformers, main LT panel, capacitor panel, DG set, 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 and residential colony. Each earth pit should be given a unique identification number and marked on 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 viz. transformers, LT panels, Emergency panel, 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. **Checking Record of test reports** carried out by the OEMs or their authorized representatives for proper functioning of transformers, HT/LT switchgear and proper functioning of their protective relays, failsafe interlocking of Circuit breakers
8. **Checking of Elevators** for passenger and freight/bullion movement and passenger safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, control/switch, wiring in shaft and machine room firemen etc.
provided in the lift installations and gaps if any shall be identified and indicated in the audit report.
9. **Physical inspection of the sources of power supply** viz Transformers, substation equipment, DG set, 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. Any leakage of oil in transformer, capacitor banks, diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc to be checked.
10. Checking provisions and sufficiency of AC services comprising AC units/ PAC systems and ventilation systems in areas housing electrical/IT equipment in 24x7x365 operations namely UPS systems, battery rooms, server rooms etc as per existing circulars and guidelines issued by the Bank. **Checking of the alternate operation** of the standby fans/AC units through timers or any OEM installed logic circuits etc for proper operation.
11. Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof as per Premises Department Manual (Para 4.11) shall be done.
12. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.
13. 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 ELCB and their ratings for earth leakage protection.

14. 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.
15. Checking of Illumination level in various working area as per standard and identifying gaps/shortfalls if any as per process/area requirement.
16. 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.
17. Checking the log of electrical accidents maintained.
18. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
19. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.
20. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.
21. Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installation. 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.
22. Verifying that all the workmen engaged on electrical installation work has been provided 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.
23. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
24. To check the provision of insulated mats of ISI mark in front of all the electrical panels.
25. To check the provision and use of proper height, strong and properly insulated ladders for the maintenance work.
26. To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.
27. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety.

28. The scope of includes all external electrical installation in the colony. i.e Pump House, Meter Room and three phase loads.

29. Around 10% of the flats may be considered for the audit and accordingly internal wiring and infrastructure inside the selected flats may be checked.

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 analyser
- 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 working office building and residential colonies (Aliganj and Laplace) without causing inconvenience to the normal working of the Bank and Tenants. No power shut down 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. 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 with and the should be discussed with Bank's engineers. The report shall also include the recommendations of the audit team for improvement in the electrical installations.

Date:

Place:

Seal & Signature of Agency

Declaration of debarment

(To be submitted by the tenderer on their letterhead)

Name of Work: Tender for Conducting Electrical Safety Audit of Bank's Office Building and Residential Colonies at RBI Lucknow

1.I/We (Name of the bidder) declares that:

- a) I/we or any of our allied firm* is/ are not debarred / suspended / blacklisted by any public institution/ entity in India or any other country as on (last date of submission of bid).
- b) I/ We or any of our allied firm* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution / entity in India or any other country in last three years as on (last date of submission of bid).
- c) we will inform the Bank in writing, in case, I/we or any of our allied firm* is/are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.

2.I/We (Name of the bidder) declare that I/we or our allied firm* (Name of the allied firm(s)) is/ are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective upto (date). A copy of such letter is attached for your information and record.

(seal and
signature of the
bidder)

Date

Place

(Note: strike out one of the above two declarations which is not applicable)

*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.



**Reserve Bank of India
Estate Department
Lucknow**

Tender for Conducting Electrical Safety Audit of Bank's Office Building and Residential Colonies at Lucknow.

**PART II
(PRICE BID)**

Name of the Tenderer: _____

Address: _____

Due Date of Submission: upto 1400 hours of September 16, 2025

**Reserve Bank of India
Estate Department
Lucknow**

Bill of Quantity

Name of Work: Conducting Electrical Safety Audit of Bank's Office Building and Residential Colonies at Lucknow

Sr No	Description	Qty	Rate excluding tax (Rs.)	tax as applicable (Rs.)	Total Rate = (4)+(5) (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)
1	Rate for conducting Electrical Safety Audit for RBI office building and residential Colonies and Submitting Electrical Safety Audit Reports (3 copies) as per the scope specified in the tender.	L.S.			

Total Amount in words (6) :

Date:

Seal and Signature of the Agency

Place: