



SBI LIFE INSURANCE CO LTD

TENDER NOTICE FOR APPOINTMENT OF AGENCY FOR ELECTRICAL AND FIRE SAFETY AUDIT, SBI LIFE BRANCHES, PAN INDIA

The SBI Life Insurance Co Ltd intends to engage the services of a Professional Agency for Electrical and Fire Safety Audit, having registered office in Mumbai/ Thane/ Navi Mumbai for Carrying Electrical Audit of SBI Life Branches.PAN India The interested applicant to submit the offer for providing the aforesaid services in two-bid system (i.e Technical bid & Commercial bid) as per the enclosed format (Annexure-I & II).

Proposal can be obtained from the Office of the Vice-President (NSSO) Ground floor, Corporate Office, SBI Life Insurance Co Ltd, Andheri (East) between 10.00 AM to 05.00 PM from 29nd Jan, 2018. Proposal documents can also be downloaded from the website www.sbilife.co.in.

Interested participant should submit the documents latest by 03.00 PM on 17th Feb,2018.In a sealed cover proposal for "APPOINTMENT OF ELECTRICAL AUDIT AGENCY FOR CARRYING OUT ELECTRICAL AND FIRE SAFETY AUDIT OF SBI LIFE BRANCHES, PAN INDIA. "addressed to The Vice-President (NSSO), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor ,M V Road & Western Express Highway Junction ,Andheri (E) Mumbai - 400069.

SBI Life reserves the right to reject any/all proposals without assigning any reason whatsoever

Sr Vice President-Management Services

Dear Sir,

1. SBI Life Insurance AGENCY Limited is a joint venture between the State Bank of India and BNP Paribas Assurance. It started its operations in 2001, and has a network of 16 regional offices and 810 branches and a work force of over 17000 employees located across the country. SBI Life's corporate office is at Mumbai.

2. The bidders with **five years of experience of pan India electricity audit** can only participate. The bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

3. **Procedure.** Based on the details of the services, the agency will have to quote commercial bid/ professional fee per Branch excluding GST for the subject assignment. The professional fees shall be quoted as per Annexure-II. The SBI Life will not reimburse any amount towards traveling expenses for visit of the Branch, lodging/ boarding, manpower employed or for Tiffin nor will SBI Life be responsible for accidental injuries during the audit process.

4. The bidder will submit two envelopes separately of Technical and commercial bid duly sealed to be put into the third envelop sealed properly and superscribed as "Appointment of Electrical and Fire Safety Audit Agency for Carrying Extensive Electrical and Fire Safety Audit of SBI Life Branches, PAN India" and dropped in the tender box on Ground Floor, Natraj Building M.V Road, Andheri Kurla Road, Andheri (East) Mumbai-400069 on or **before 17th Feb 2018 till 15.00 hrs.**

a) **Technical Bid.** The offer should be submitted in two bid system i.e Envelope-I *superscribed as "Technical Bids" for Appointment of Electrical and Fire Safety Audit Agency for carrying out Electrical and Fire Safety Audit of SBI Life branches, PAN India*". The details as **Technical Competence** as per the provided format **with adequate proof, evidences, references and statements** may be enclosed in a well indexed brochure. The enclosed **declaration** may be signed also enclosed in the envelope.

b) **Commercial Bid.** Envelop-II *superscribed as "Commercial Bid for Carrying out Electrical and Fire Safety Audit of branches PAN India"* in a single sheet as per branch rate (excluding GST).

5. A **pre-bid meeting will be held on 14 February, 2018** when queries of the bidders if any will be dealt with.

6. The sealed Envelope-I i.e **Technical Bid will be opened on 19th Feb 2018 at 15.30 hrs** in the presence of bidder or their representative and Envelop-II ie Commercial Bid will be opened on later date of only technically prequalified agencies with due information of date and time of opening to concerned bidders.

7. SBI Life intends to empanel two/ three agencies for the audit of all its premises at a benchmark rate for audit of its 810 offices/ branches pan India. Benchmark price is the lowest quoted price in the bid. The contract will be valid for two years with a review after first year. The size of the office/ branch is varying and averaging to about 1500sqft.

8. Empanelled agencies will have to provide the **bank guarantee** of the 20% of the contract value which will be liquidated in case it is proven that agency failed to maintain quality of audit, causing loss/ fire or complete the audit in the provided time frame.

9. **Key objectives of the Electrical and Fire Safety Audit.** Ensure safety of life and property in the premises through the given key objectives. The auditor is required to branch safety ratings will be based on the standard parameters agreed upon.

a) Electrical Safety

- i. Assessment of the complete electrical distribution system.
- ii. Assessment of connected load vis-à-vis sanctioned load/ contract demand.
- iii. Assessment of electricity bills for the penalties imposed by the power supply agency for exceeding contract demand, delayed payment charges and non-maintenance of power factor.
- iv. Assessment of status of electrical safety and protective systems like H.T & LT switchgears, D.G set, MCCBs, MCBs, ELCBs/RCBs, Isolators etc with observations readings and measurements will be authentic and clear.
- v. Assessment of insulation resistance of cables, wires etc.

- vi. **Review hot spots in junction box through thermography and assess the cause and submit pics.**
- vii. Assessment of earthing system.
- viii. Assessment of quality of electrical wiring practices, switchgears used.
- ix. Assessment of Branch safety gadgets, provided in the branch, including its surroundings.
- x. Assessment of UPS/Battery, hub/servers for safety and proper location.
- xi. Assessment of energy consumption vis-à-vis connected load.
- xii. Assessment of lighting arrangement.

b) **Fire Safety.** To ensure safety of life and property through the following process.

- i. Checks of adequacy of the safety systems installation as per the policy and its functionality.
- ii. Ensure processes for check of the systems are in place.
- iii. Ensure the safety process and training like the emergency evacuation is conducted as per the policy.

10. **Scope of Work of the Electrical and Fire Safety Audit.** The scope of work includes Electrical & Fire safety audit on the following measures:

a) **Electrical Safety. Observations readings and measurements will be authentic and clear**

- i. Visiting each & every branch and verifying the installation by competent electrical engineer (as detailed in the formats enclosed).
- ii. Installation of electrical system audit.
- iii. Suggestion on corrective measures necessary towards electrical fire & safety measures, upgradation in the electrical system, electrical load, connected load vis-à-vis sanctioned load, enhancement of contract demand, billing penalties etc.
- iv. Submission of Report as per Annexure enclosed studied/verified during Branch inspection.

b) **Fire safety**

- i. Check safety systems are installed as per policy and are functional.
- ii. Check fire extinguisher are refilled before expiry.
- iii. Check emergency evacuation procedure documents available.
- iv. Check emergency Nos list put on board.
- v. Check availability of fire hazards in office. Safe storage in stores of stationary and hazards is done in the stores.
- vi. Check if the emergency evacuation route is clear of obstruction.
- vii. Check emergency evacuation training and evacuation carried out twice in a year by the branch/office authority.

11. The study should also comprise of suggesting measure for efficient energy conservation and exploring intensive routes for utilization of lower energy by;

- i. Optimal utilization of the various facilities for savings in energy
- ii. Extension of the life of Electrical assets by giving thrust to predictive maintenance techniques and averting probable breakdowns.
- iii. System & Human Safety
- iv. Capacity Utilization
- v. Interchangeability, expandability & scope for retrofits and improvement modifications.
- vi. Maintenance Practices for equipment/system & records.

12. **Power Quality Analysis**

- i. Power quality measurement (thermography).

- ii. Identify and differentiate internal problems from those due to power quality.
 - iii. Suggest corrective measures.
- 13. **Corrective measures.** To suggest improvement measures on the existing electrical system.
- 14. **Information and data.** Information and data required for the purpose of undertaking the assignment would be provided as per the empanelment of the agency.
- 15. **Reports and Updates**
 - a) **Audit Report (Annexure A).** Initial report copy will be submitted immediately to the branch on completion of the audit. The report copy post **review by the agency superiors** and **attaching thermography colour pics** will be submitted to SBIL Regional office and head office within a week of completion in soft/ hard copy. The copy of the qualification certificate of the auditor will be enclosed with copy of each audit report.
 - b) **Monthly Report (Annexure B & C).** Consolidated monthly report in an excel sheet will be submitted on monthly basis as per Annexure-B and C.
 - c) **Coordination Meetings.** A monthly coordination and control meet will be held at head office without fail at a pre-decided date and time to review the progress and quality of the audit.

Note: All other facilities like office space, telephone, mobile, conveyance, Computer, Printer, Photo Copier, FAX Machine, Lap Top Computers, Internet / e-mail Connection, modem etc., will not be provided and will have to be arranged by the Consultants.

PRE-QUALIFICATION OF ELECTRICAL AND FIRE SAFETY AUDIT SERVICE AGENCY

1. The Agency with five years experience in the pan India audit experience and have the competence to provide professional services for carrying out electrical audit of the complete electrical installation of SBI Life Branches PAN India may participate. Intending agencies are requested to furnish details about their firm, technical experience, competence and evidence of their **financial standing as per enclosed Proforma and pan India presence** for considering their names for proposed work.

- a) Selection of the agency will be based on the ability and competence required for good quality jobs to be performed by them with competence of simultaneous audit at multiple locations.
- b) If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
- c) Information furnished to SBI Life will be kept as strictly confidential.
- d) Decision of SBI Life regarding selection of the agency for the proposed work will be final and binding and no further correspondence will be entertained. Only the pre-qualified agencies will be informed about opening of price bid date.
- e) Intending agencies are requested to read carefully before filling the particulars in the proforma.
- f) Incomplete applications will not be considered.
- g) Information/ details furnished by selected party, if found to be false at any time in future or any information affecting selection is willingly / unwillingly withheld, if come to the notice of the AGENCY at any point of time, the party's selected can be cancelled immediately.
- h) Where copies are required to be furnished, these should be self certified and stamp copies.
- i) Application form is not transferable.
- j) No participation as a consortium is permitted.

2. **Competence of Auditors.** The audit will be carried out by qualified auditors not less than a **Bachelor's degree in Electrical Engineering and Certification of Fire safety**. The **copy of the qualification certificates will be enclosed with copy of each audit report**. The auditors visiting the premise are required to carry the agency I Card along and show it for gaining access at the offices.

3. **Terms & Conditions of Payment**

- a) Payment will be done by the respective regions for the branch audited within that region.
- b) Empanelled/ appointed agencies should complete their entire audit pan India load (allotted branches/ offices) **within 5 months** after receiving of empanelment letter. This includes submission of the reports as required.
- c) The work orders will be provided by the Regions. Fine coordination (office open, contact person name and contact No, etc) for visit for audit purpose will have to be done by the agency with the Region before commencing the audit.
- d) After receiving the work order from respective regions the work has to be started within 7 days and it should be completed within 45 working days along with electrical and fire safety audit report.
- e) After submission of complete electrical & fire safety audit report of branches to regional office, payment will be made by the regional office within 15 working days of submission of invoices.
- f) If the work is not started/ executed and completed within the above mentioned timeline a penalty of 0.5% per week per branch will be deducted from payment.
- g) Each and every item of the audit report should be correctly filled up & no vague working would be accepted.

TECHNICAL COMPETENCE
DETAILS OF ELECTRICAL AND FIRE SAFETY AUDIT AGENCY

| Sr | Particulars | Details |
|----|--|---------|
| 1. | a) Whether proprietary / partnership / : Pvt. Ltd. / Public Ltd., (Furnish certificate of registration/ partnership deed to be enclosed as Annexure-I) b) Name of the Proprietor, : Partners, Directors c) Year of establishment : d) Registration with Registrar: of Companies (No. & Date) (For Corporation only) e) Registration with Tax Authorities: i) Income-tax No. | |
| 2 | Give details if at present involved in : Litigation in similar type of contracts a) Name of Project b) Nature of work. c) Value Rs. | |
| 3 | Specify the clients for whom Electrical Audit of their branches/offices have been carried out during the last three years. Details of work executed during the last 3 years (Please mention the qualifying works) | |
| 4 | Furnish copies of audited balance- : Sheet and Profit & Loss A/C. for the last 3 years. | |
| 5 | Should have carried out Similar work for Public / Private Sector Banks and Branches / Offices covered are as under: - <input type="checkbox"/> More than 50 Branches/Offices and less than 100 – <input type="checkbox"/> More than 100 Branches/ Offices and less than 150 – <input type="checkbox"/> More than 150 branches | |
| 6 | Should have adequate in-house infrastructure and engineer resources. No of Electrical Engineers - No of Thermography equipments - | |
| 7 | Details of branches in PAN INDIA | |
| 8. | Certificates of standards/ ISO standards and membership of professional associations | |

D E C L A R A T I O N

1. I/ We have read the instructions appended to the Proforma and I/ We understand that if any false information is detected at a later date, any future contract made between ourselves and SBI Life Insurance Co Ltd, on the basis of the information given by me / us can be treated as invalid by the SBI Life and I / We will be solely responsible for the consequences.
2. I/ We agree that the decision of SBI Life in selection of agencies will be final and binding to me/ us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I/ We agree that I / we have no objection if enquiries are made about the work listed by me/ us in the details provided by us in the submitted documents.
5. I/ We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place:

SIGNATURE

Date: NAME & DESIGNATION SEAL OF ORGANISATION

COMMERCIAL BID

Per Branch rate (excluding GST) - RS...../-

| <u>ELECTRICITY AUDIT REPORT</u> | | |
|--|---|-------------------------------------|
| Branch | | Branch Code..... |
| Type of Branch | | Year of Opening |
| Region | | Date of Audit |
| 1 | Address of branch/office | |
| 2 | Name of Engineer | |
| 3 | Educational Qualification of Engineer | |
| 4 | Measuring Instrument (Make and Model) | (a) |
| | | (b) |
| | | (c) |
| | | (d) |
| 5 | Is there any power breakdown that results frequently in the branch- If so - is it regular / irregular? | |
| 6 | Opinion of the Branch Manager regarding frequent power breakdown /shut down | |
| 7 | Is there any irregular tripping that exists in the branch? - If so - is the tripping - frequent / occasional / very rarely? | Frequent / Occasional / Very Rarely |
| 8 | Building/Premises establishment year. | |
| 9 | Whether same wiring/cabling used while occupying the space of new cabling done? | |

A. Meter Details

| | Description | Observation |
|----|---|-------------|
| 1 | Name of State Electricity Board | |
| 2 | Type of metering(LT/HT) | |
| 3 | Incoming Supply (Single OR Three Phase) | |
| 4 | Sanction load (kW) | |
| 5 | Connected load (kW) | |
| 6 | Latest Energy Consumption of Branch/Office In KWH and Bill amount in Rs..... | |
| 7 | Actual used load of the branch. | |
| 8 | Energy Consumption of Branch/Office For last 6 months Month- KWH & Amounts (Total) | |
| 9 | Average power factor during last quarter | |
| 10 | Size Of Incoming S.E. Board Cable/Wires | |
| 11 | Condition Of Incoming Cable /Wires Joints/Burnt Insulation if any. | |
| 12 | Whether Temperature Of Incoming cable Hot/Normal | |
| 13 | Whether Cable /Wire are loose? /condition of connector. | |
| 14 | Whether Utility Supply meter 1Ph/3Ph. and its Volt, Amp Capacity. | |
| 15 | Output wire Size from Utility Meter to Fuse/MCB/MCCB/SFU switch etc. | |
| 16 | Output of Meter wires are terminated in Fuse OR MCB OR MCCB OR SFU units with Amp. Capacity of Switchgear & no of poles. Whether Copper/Aluminium lugs used? | |
| 17 | No Of Earth wires with Incoming | |

| | | | | | |
|------------------------------|---|------|------|------|------|
| | Utility Supply cable/Wires and their Size.in Sq.mm/SWG | | | | |
| 17 | Size of Cable/Wires in Sq.mm from FUSE/MCB/MCCB/SFU at output of meter to Main Switch/MCB/MCCB in Branch/Office (Separate switch is provided. OR the wires are terminated directly in Main D.B. Incomer. Pl. indicate) | | | | |
| 18 | No of Earth wires connected to main D.B. Is it a Utility Earth Or Separate Building Earth wire/s. | | | | |
| 19 | Voltage at incoming panel (V) | R-N: | Y-N: | B-N: | N-E: |
| 20 | Current at incoming panel (A) | Ir: | Iy: | Ib: | In: |
| 21 | Total Measured load (kW/kVA) | | | | |
| 22 | Whether there is any hot spots in connections of the DB's/ Panel as noticed in the Thermography. | | | | |
| B. DG Set | | | | | |
| 1 | Whether D.G. set back –up is provided? If YES Whether by Landlord OR SBI Life? Any AMC? | | | | |
| 2 | Capacity Of D.G. set in KVA & Whether single/3 phase? | | | | |
| 3 | Whether AMF panel is provided at the D.G. set OR Manual Changeover switch is provided? Its capacity & no of poles. | | | | |
| 4 | Whether separate earthing provided to Neutral & body of D.G. set and brought with D.G. cable/wires up to Change-over Switch. | | | | |
| 5 | D.G. set Output Voltages | R-N | Y-N: | B-N: | N-E |
| 6 | Whether full OR part load put on DG set? Total load on DG | | | | |
| 7 | Whether D.G. is operated by the operator appointed by Landlord OR S.B.I. Life? | | | | |
| 8 | Whether D.G. set operator is well conversant with operation & electrical safety aspects? | | | | |
| 9 | Resistance of earth pit/ earth wire as measured in Ohms. | | | | |
| C. UPS & Inverter | | | | | |
| 1 | Total no Of U.P.S. in the branch | | | | |
| 2 | KVA Capacity & Make of UPS. Whether Incoming supply to UPS is 3 phase or 1 Phase | | | | |
| 3 | Voltage, AH capacity & make of batteries & their Quantities. (Whether SMF/Tubular) | | | | |
| 4 | Whether batteries installed in UPS cabinet OR Separate battery rack is provided? | | | | |
| 5 | Are battery rack provided with earthing? | | | | |
| 6 | UPS & batteries are kept in a separate room Or in Hall? | | | | |
| 7 | In case a separate room is provided whether A.C.OR Exhaust fan is provided for ventilation? In case of hall whether proper Exhaust fan provided near UPS batteries? | | | | |
| 8 | Whether battery room is clean? & No waste papers/files OR other material stored/put over them? Room is clean? | | | | |
| 9 | Condition Of Batteries & Total battery voltage as per quantity & rating. | | | | |

| | | | | |
|-----------------------------------|--|------|-------|------|
| 10 | UPS Output Voltages (V) | L-N: | L-E : | N-E: |
| 11 | Load on the UPS output (A) | | | |
| 12 | Whether UPS Input/ Output wires are laid through conduit pipe OR Armored cable used? | | | |
| 13 | Whether separate Inverter is provided for Lighting of branch? | | | |
| 14 | Inverter Rating & battery details. | | | |
| D. Server Rack/Switch Room | | | | |
| 1 | Whether Server switch/switches etc kept in locked server rack Or in open? | | | |
| 2 | Whether Server rack is earthed? | | | |
| 3 | Separate Server Room OR in secured place in hall? | | | |
| 4 | Is Fire extinguisher located close/reasonable distance from Server/UPS & Type of Extinguisher? | | | |
| 5 | Are CAT5/6 cables to switch properly dressed? OR hanging? | | | |
| E. Air- Conditioners | | | | |
| 1 | Type & Tonnage capacity + Quantity of each type in Br/Off. (Window/Split/Cassette/Packaged} | | | |
| 2 | Whether timer is provided? | | | |
| 3 | AC Units provided by Landlord OR SBI LIFE & whether under AMC? | | | |
| 4 | Whether Metallic S/S is provided OR normal Switch/Sockets? | | | |
| 5 | Whether Voltage stabilizers provided? /Needed if wide voltage fluctuation exists in area? | | | |
| F. General Parameters | | | | |
| 1 | Whether illumination of Branch is Normal/Dull/Very bright? | | | |
| 2 | What is condition Of lighting fixtures? | | | |
| 3 | Whether load distribution from M.C.B. to individual circuit is indicated by chart pasted in D.B.? | | | |
| 4 | Is any AS BUILT Drawing available in Branch /office? | | | |
| 5 | Is Electrical Danger mark sticker pasted on D.B. Cover? Or on wooden door if D.B. is enclosed in a wooden cupboard? | | | |
| 6 | If D.B. /Main Switchgear is enclosed in wooden cupboard any ventilation louvers provided? Are any materials dumped in the cabinet? | | | |
| 7 | What is a frequency of power failures in Branch/Office as reported by Branch/Office Admin In-charge? Whether Incoming Voltages Normal/LOW/High? | | | |
| 8 | Whether the wiring of Branch/Office Needed checking of Insulation with MEGGAR Instrument by taking total shutdown (based on condition of wiring & it's life period condition 8 years). For main panel, UPS DB, Raw Power DB and Lighting DB. | | | |
| 9 | How many D.B.'s are provided in Branch office? Power/Light /UPS separate UPS or Common? | | | |
| 10 | Give Details Of Incomer /Outgoing Switch/ELCB/MCB/MCCB in each D.B. (For more | | | |

| | | |
|----|--|--|
| | nos attach separate sheet) | |
| 11 | If E.L.C.B. is provided in main/Sub. D.B. their mA & Amp ratings. | |
| 12 | Incoming & Output Switchgear ratings for U.P.S. & whether proper no & size of earth wires are connected to D.B.'s | |
| 13 | Whether Separate Building Earth Pit is Available? | |
| 14 | Resistance of earth pit/ earth wire as measured in Ohms. Whether above Resistance is checked at earth pit or at D.B. earth wires with Earth Clamp/Tong tester? | |
| 15 | Whether double earthing is provided for 3 phase D.B? | |
| 16 | Thermography assessment details | |

G. Connected Load Calculation

| Equipments | Watts | Quantity | Total Watts |
|------------------------------|-------|----------|-------------|
| ACs | | | |
| Tube Lights | | | |
| CFL/LED | | | |
| Water Cooler | | | |
| UPS 1 | | | |
| UPS 2 | | | |
| Printer | | | |
| Computer/Laptop | | | |
| Xerox Machine | | | |
| Pantry Equipment | | | |
| | | | |
| Total Connected Load: | | | |

H. Safety Suggestions/ Recommendations Based On Risk Observed

| Sr | Risk Factors Observed in Last Audit Report Dated _____ | Suggestion/Recommendations Given. | Present Status Complied /Still pending. |
|----|--|--|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Sr | Fresh Observations Needing Suitable Corrective Action. Specify risk if not attended? | Suggestion/Recommendation For rectification. | Whether essential/ desirable based on Risk factor? |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

I. Energy and Cost Saving as a Result of the Audit/ Inspection

| | | |
|---|--|--|
| 1 | Estimated energy to be saved after rectification of risk factors (if any-in watt/kW) | |
| 2 | Estimated cost reduction/cost saving as a result of the audit/inspection (if any) | |

J. OVERALL Risk Rating Of Branch /Office: (Please Write High/Medium/Low Risk)

Give Criteria /Specific Reason for considering the Branch/office as **High/Medium/Low Risk. (Mandatory)**

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K. Fire Training/ Inspection Form for Branches/ Offices

| Essentials Information | | | |
|------------------------|---|--|--------------------------------------|
| 1 | Total No of Staff including Branch manager. | | |
| 2 | Dates of last two emergency evacuation drill last held and persons present | DatePersons present..... DatePersons present..... | |
| 3 | IS there a identified/ designated assembly area. | | |
| 4 | Is the fire safety infrastructure and installations adequate as per company policy and functional. | | |
| 5 | IS cooking/ warming on flame avoided in office. | | |
| 6 | Are all the systems functional. | | |
| 7 | IS CCTV recording at RO & PC done for 30 days. | | |
| 8 | Is AC installed in server/ UPS room. | | |
| 9 | Are danger boards available at electrical & UPS room? | | |
| 10 | Are fire exits signs installed at floors? And the exits clear of any obstructions? | | |
| 11 | Is the stationary/ sales material/ fire hazards materials stored safely. | | |
| 12 | How many Nos of Each category of Fire Extinguishers. Are they adequate as per the company policy. | A Type: CO2 Type: | BC Type: DCP Type: ABC Type: |
| 13 | Are all the Fire Extinguishers ISI marked? | | |
| 14 | Are all the Fire Extinguishers installed at visible and accessible places? | | |
| 15 | Are fire extinguishers servicing & refilling done as per required periodicity? | | |
| 16 | Do all the staff members and security guards know to operate the fire extinguishers. | | |
| 17 | Is any Fire Extinguisher Type & Operating chart available near Extinguisher/s? | | |
| 18 | Are emergency exit maps displayed at floors? | | |
| 19 | Are emergency contact Nos. displayed in English, Hindi & Local language? | | |

| | | |
|----|--|--|
| 20 | Is First Aid Box available along with appropriate fillings? | |
| 21 | Is the fire marshals aware of actions in case of emergency (as given in the drill SOP) and the location of main switches/ ELCB/ MCB of the premises. | |
| 22 | Are the employees adequately aware of the fire safety processes. | |
| 23 | Is rodent and pest control AMC conducted | |
| 24 | Is the AMC of AC conducted. | |
| 25 | Is the premise fire safe. Any other fire safety related serious observations. | |

Stamp & Signature
Empanelled Audit Agency

Stamp & Signature
Name: SBIL Branch Manager

Annexure-B

| Regionwise Electricity Audit Summary for the Month of | | | | | | | | | | |
|--|------|----------------|------------------|--------------------|------|--------|-----|----------------------|---|--|
| Sr | Zone | Region | Total offices | Audit completed | Risk | | | Balance for Audit | Planned Schedule for Balance Audit | Remarks |
| | | | | | High | Medium | Low | | | |
| 1 | 3 | West Bengal | 48 | 47 | 8 | 29 | 10 | 1 | | West Bengal 1 branch pending due to renovation. (kolkata-6 branch) |
| | | | | | | | | | | |
| | | | | | | | | | | |
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Annexure-C

| Region Audit Report Region..... Period..... | | | | | | | |
|--|--------------------|-------------|------------|------|--------|---|--|
| Sr | Branch Location | Branch Code | Audit date | High | Medium | Observations | Recommendations |
| 1 | BURDWAN. 2 | 584 | 5/9/16 | | Medium | 1. NE voltage is high. 2. Ventilation not available at UPS room | 1. Maintain NE voltage below 3 volt. 2. Give ventilation to UPS system room. |
| 2 | BURDWAN | 28 | 5/17/16 | High | | 1. AC wires having joint. 2. Earthling resistance is high 50 ohms. 3. No UPS supply for server. 4. Branch having rodents issue | 1. Provide new cable for ACs. 2. Pour water in earth pit. 3. Suggested to provide UPS supply to server. 4. Provide pest control service. |