



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 print copy can be obtained from the Office of the Assistant Vice-President (Management Services) Ground floor, Corporate Office, SBI Life Insurance Co Ltd, Andheri (East) between 10.00 AM to 05.00 PM from 01 Feb to 15 Feb 17. 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 21 Feb 17. 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 Assistant Vice-President (Management Services), 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

Vice President-Management Services

Dear Sir,

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 14 regional offices and 800 branches and a work force of over 8500 employees located across the country. SBI Life's corporate office is at Mumbai.

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

Procedure: - Based on the details of the services, the agency will have to quote Professional fee per Branch plus applicable service tax 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

The offer should be submitted in two bid system i.e Envelop-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 offices/ branches (approx 800 Branches/ offices, with average 1500 sqft area), PAN India" and Envelop-II superscribed as " Commercial Bid for Carrying out Electrical and Fire Safety Audit of branches PAN India" and both the envelop 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 Gr Floor, Natraj Building M V Road, Andheri Kurla Road, Andheri (East) Mumbai-400069 on or before 21 Feb till 15.00 hrs.

A pre-bid meeting will be held on 15-16 Feb when queries of the bidders if any will be dealt with.

The sealed Envelope-I i.e Technical Bid will be opened on 27 Feb 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 prequalified agencies with due information of date & time of opening.

Key objectives of the Electrical and Fire Safety Audit: -

Electrical Safety:-

- Assessment of the complete electrical distribution system.
- Assessment of connected load vis-à-vis sanctioned load / contract demand.
- 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.
- Assessment of status of electrical safety and protective systems like H.T & L>T switchgears, D.G set, MCCBs, MCBs, ELCBs/RCBs, Isolators etc.
- Assessment of insulation resistance of cables, wires etc.
- Assessment of earthing system.
- Assessment of quality of electrical wiring practices, switchgears used.
- Assessment of Branch safety gadgets, provided in the branch, including its surroundings.
- Assessment of UPS/Battery, hub/servers for safety and proper location.
- Assessment of energy consumption vis-à-vis connected load.
- Assessment of lighting arrangement.

Fire Safety:-

- Checks of adequate functional fire extinguisher installed in premises and procedure in place.

Scope of Work: - Scope of work includes Electrical & Fire safety audit on the following measures:

Electrical Safety:-

- Visiting each & every branch and verifying the installation by competent Electrical engineer (as detailed in the formats enclosed).
- Installation Audit
- 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.
- Submission of Report as per Annexure enclosed studied/verified during Branch inspection.

Fire safety:-

- Check fire extinguisher are refilled before expiry.
- Check emergency evacuation procedure documents available.
- Check emergency Nos list put on board.
- Check emergency evacuation training and evacuation carried out twice in a year by the branch/office authority.

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

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

Power Quality Analysis

- Power quality measurement.
- Identify and differentiate internal problems from those due to power quality.
- Suggest corrective measures.

Corrective measures

- To suggest improvement measures on the existing electrical system.

(Services and Facilities Provided by the Client)

- Information and data required for the purpose of undertaking the assignment would be provided as per availability to the agency.

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.

Consolidated report submission on monthly basis as per Annexure-B, C

Annexure - I

PRE-QUALIFICATION OF ELECTRICAL AND FIRE SAFETY AUDIT SERVICE AGENCY General information of the Agency who provide professional services for carrying out electrical audit of the complete electrical installation of SBI Life Branches PAN India and give report to the Region/Corporate Office suggesting corrective measures. Intending agencies are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Proforma for considering their names for proposed work.

1. Selection of the agency will be based on the ability and competence required for good quality jobs to be performed by them.
2. If the space provided in the Proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
3. Information furnished to SBI Life will be kept as strictly confidential.
4. 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.
5. Intending agencies are requested to read carefully before filling the particulars in the Proforma.
6. Incomplete applications will not be considered.
7. 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.
8. Where copies are required to be furnished, these should be self certified and stamp copies.
9. Application form is not transferable.

Terms & Conditions of Payment:-

1. Successful vender will have to submit an EMD of Rs 2.5 lakhs which will be refundable after completion and submission of all electrical audit reports of all branches/ offices. The report will signed by the branch/ office head and the copy of the same provided to Regional and Corporate office. Payment will be done by the respective regions for the branch audited within that region.
2. 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.
3. 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.
4. 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.
5. Each and every item of the audit report should be correctly filled up & no vague working would be accepted.
6. Prospective vendors have to submit the details of graduate electrical engineer available with them with a copy of their qualification certificate. The copy will be attached with the report.
7. In case of fire incident occurring within a week after the electrical and fire safety audit due to incorrect observations and report, SBI Life at its discretion may levy a penalty by forfeiting the EMD and termination of the contract.

BIO – DATA OF ELECTRICAL AND FIRE SAFETY AUDIT AGENCY

Sr	Particulars	Details
1.	a) Weather 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: - a) More than 50 Branches/Offices and less than 100 – b) More than 100 Branches/ Offices and less than 150 – c) More than 150 branches	
6	Should have adequate in-house infrastructure of Engineers. Electrical Engineer –	
7	Details of branches in PAN INDIA	

DECLARATION

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 acAGENCYing sheets.
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

ELECTRICITY AUDIT		
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 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: ly: lb: In:
21	Total Measured load (kW/kVA)	

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	
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:

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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 DB'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?	

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	Are danger boards available at electrical & UPS room?	
4	Are fire exits signs installed at floors?	
5	Are emergency contact Nos. displayed in English, Hindi & Local language?	
6	Are emergency exit maps displayed at floors?	
7	Is First Aid Box available along with appropriate fillings?	
8	How many Nos of Each category of Fire Extinguishers are available in branch/office with their capacities:	A Type: BC Type: ABC Type: CO2 Type: DCP Type:
9	Are all the Fire Extinguishers ISI marked and less than 10 years old?	
10	Are all the Fire Extinguishers installed at visible and accessible places?	
11	Are fire extinguishers servicing & refilling done as per required periodicity?	
12	Do the staff members know to operate the fire extinguishers	
13	Is any Fire Extinguisher Type & Operating chart available near Extinguisher/s?	

Engineer Signature

Branch Manager

Stamp & Signature

Name:



Annexure-B

Region wise 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)

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 ventilaiton 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.

Commercial BID

Sr	Description	Amount
1	Charges for Conducting Electrical & Fire Safety Audit and submission of detailed report as per the format given. (Per branch)	Rs

Amount in word.....

Applicable taxes will be paid extra.

Stamp & Sign of tenderer

