



Tender Notice. No. WBGB/HO/GSAD/ 8681 /2025-26

Date:17.03.2026

NOTICE INVITING QUOTATION FOR ELECTRICAL SAFETY & ENERGY AUDIT OF ALL BRANCHES/OFFICES OF WEST BENGAL GRAMIN BANK

Sealed quotations are invited by the General Manager (GSAD), West Bengal Gramin Bank, Head Office for selection of vendor for "Electrical Safety & Energy Audit" in 22 districts of West Bengal. Interested Firm/Contractor may apply in prescribed quotation forms available with the General Manager, GSAD Department, West Bengal Gramin Bank, Head Office, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742407. The quotation forms for above mentioned contract can also be downloaded from the Bank's website: <https://wbgb.bank.in> under the link "<https://wbgb.bank.in/tenders.aspx>". The Tender to be submitted in **Two Sealed Envelopes** as under:

Envelope-I (Technical Bid): To contain Complete Tender document with all the relevant information EXCEPT PRICE-BID - duly signed on each page along-with EMD in the form of DD payable at West Bengal Gramin Bank, Berhampore, Murshidabad. The envelope should be super scribed with "Technical Bid for Electrical Safety & Energy Audit of branches / offices of West Bengal Gramin Bank". Tenders without Demand Draft shall be summarily rejected. Envelope-I will be opened as per the scheduled date and time.

Envelope-II (Price Bid): Should contain Price Bid. Price Bid should be submitted as per given format only (Annexure-II) and should be duly signed by the authorized signatory. Separately sealed Price bids envelope should be super scribed with "Price Bid for Electrical Safety & Energy Audit of branches / offices of West Bengal Gramin Bank". Overwriting/corrections are not acceptable in Price bid, however if it is unavoidable, Corrections should be clearly marked and should be verified by cross signing by the Authorized signatory.

The above two envelopes to be put in one large **Envelope-III (Main envelope)**, sealed and submitted. Main envelope should be super scribed with name, contact number, email and other contact details of the vendor/firm and should be super scribed with "**Quotation for Electrical Safety & Energy Audit of branches / offices of West Bengal Gramin Bank**".

The quotation needs to be addressed to the General Manager, GSAD Department, West Bengal Gramin Bank, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist.- Murshidabad, West Bengal 742407.

TENDER SCHEDULE / TIMELINE

| Sl. No. | Particulars | Date & Time |
|---------|---|---|
| 1 | Date of Issue of Tender | 17.03.2026 |
| 2 | Commencement of Tender Submission | 17.03.2026 |
| 3 | Last Date for Submission of Queries (if any) | 23.03.2026 up to 5:00 PM |
| 4 | Pre-Bid Clarification (if required) | Will be intimated through Bank's website |
| 5 | Last Date & Time for Submission of Bids (Technical & Financial) | 06.04.2026 up to 2:00 PM |
| 6 | Opening of Technical Bid | 06.04.2026 at 3:00 PM |
| 7 | Opening of Financial Bid | Will be intimated to technically qualified bidders separately |
| 8 | Validity of Bid | 90 Days from date of Technical Bid opening |



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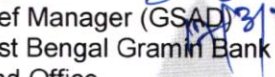
Important Notes:

1. The Tender submission period shall remain open for **21 (Twenty One) days** with effect from **17.03.2026**.
2. Bids received after the prescribed date and time shall be rejected summarily without opening.
3. In case the last date of submission or opening falls on a non-working day, the same shall stand extended to the next working day at the same time.
4. Corrigendum/addendum, if any, shall be uploaded only on the Bank's official website: <https://wbgb.bank.in>. No separate intimation shall be issued.
5. The bidders or their duly authorized representatives may remain present during the opening of the Technical Bid.

For more details, kindly refer the general instructions and terms & conditions for the contract (tentative) attached herewith.

For any queries regarding the quotation, the bidders may contact GSAD Department, West Bengal Gramin Bank, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742407
Contact no: 8334026699/9477453632 **Or mail to** cmgsad@wbgb.bank.in / smgsad@wbgb.bank.in.

The Bank reserves the right to reject any or all the quotations.


Chief Manager (GSAD)
West Bengal Gramin Bank
Head Office



Date: 17.03.2026
Place: Berhampur



**WEST BENGAL GRAMIN BANK
GSAD DEPARTMENT
HEAD OFFICE**

QUOTATION FOR "ELECTRICAL SAFETY & ENERGY AUDIT"

Details to be filled in by bidder

1. Name of the Bidder:
2. Address:
3. Telephone No.
4. Mobile No.
5. E-mail address:
6. Fax No.
7. PAN No.
8. TAN No.
9. Registration No. (Copy of Valid registration to be enclosed):
10. GST No.
11. Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern, copy of document to be submitted):
12. Year of Establishment:
13. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):
14. Work Experience of the Bidder (documents supporting to similar kind of work for at least five years to be submitted):
15. Address of local Registered Branch/Office (under Bank's service area) with documentary proof:
16. Details of Electrical Auditors Engaged- Graduation or above and BEE Accredited & specialized training in IEEE/IEC/NFPA standards (Separate Sheet may also be attached):

| Name | Educational Qualification | Contact Details | Details of Present & Previous Experience |
|------|---------------------------|-----------------|--|
| | | | |





17. Details of Other Technical Personnel (Separate Sheet may also be attached):

| Name | Educational Qualification | Contact Details | Details of Present & Previous Experience |
|------|---------------------------|-----------------|--|
| | | | |

18. Details of Earnest Money deposited:

| Amount | DD / Banker's Cheque | Drawn on | Date |
|--------|----------------------|----------|------|
| | | | |

19. The bidder's Annual Turnover for last three Financial Years

| Financial Years | Turnover (Rs. In Lakh) | Income Tax paid (Rs. In Lakh)* |
|-----------------|------------------------|--------------------------------|
| 2022-23 | | |
| 2023-24 | | |
| 2024-25 | | |

*Income Tax returns for the last three years to be attached

*Audited P&L and Balance Sheet for the last 3 years certified by Chartered Account / Company Secretary to be attached

20. Details of the institution/s for which similar work have been done or are being carried out:
(Empanelment Letter & Satisfactory performance certificate to be submitted):

| Sl. No | Name of the Institution | Address | Telephone Number, e-mail, Fax No. |
|--------|-------------------------|---------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

21. The bidder should have never been blacklisted by any other public sector bank: Yes / No
(Undertaking in this respect to be submitted)

22. Bankers Details:

| Name of the Bank | Branch Address | Nature / Type of the Account | IFSC | Account Number |
|------------------|----------------|------------------------------|------|----------------|
| | | | | |





Note: Additional Information/Photograph/Document may be attached separately.

I / we hereby declare that I / we have read and understood the general instructions and special conditions for the bidder and also the contents of the standard agreement and accept the same. I/We declare that the particulars/information given by us is true.

| Signature | |
|-------------------------------|--|
| | |
| (Authorised Person with Seal) | |
| Name | |
| Address | |
| Date | |
| Place | |





CHECKLIST

| SL. No. | Minimum Pre-qualification Criteria | Documents to be submitted | Document Enclosed |
|---------|---|---|-------------------|
| 1 | Year of Establishment | Certificate of incorporation | Yes / No |
| 2 | Energy Auditing Agencies /Companies / firms/ Individuals having accreditation by BEE | BEE Licence Copy | Yes / No |
| 3 | Specialized training in IEEE/IEC/NFPA standards | Certificate | Yes / No |
| 4 | Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern) | Trade Licence, AOA, MOA, PAN | Yes / No |
| 5 | GST Registered | Copy of valid registration to be enclosed | Yes / No |
| 6 | Name/s of the proprietor/ partners/ Director | PAN Card, Aadhar Card Copy | Yes / No |
| 7 | The Firm shall have at least one registered office under Bank's Operational Area | Relevant documentary evidence to be submitted /Copy of the Office address proof. | Yes / No |
| 8 | Details of Electrical Auditors Engaged- BEE Accredited | List of Electrical Auditors along with BEE Certificate | Yes / No |
| 9 | Details of Other Technical Personnel | List of Other Technical Personnel along with relevant certificate | Yes / No |
| 10 | Earnest Money deposited | Demand Draft amounting Rs.35316/- in favour of "West Bengal Gramin Bank", payable at Berhampore, Murshidabad. | Yes / No |
| 11 | Should have an average annual turnover of not less than Rs 10.00 lakh during the past 3 years, ending 31st March of previous Financial Year for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment | IT Return, Audited Balance Sheet, CA certificates, in support of the same to be submitted. | Yes / No |
| 12 | Should have been in Electrical Engineering/ Consultancy business for minimum 5 years | Copy of the completion certificate & work order of the completed works | Yes / No |
| 13 | An undertaking for never been Blacklisted nor included in negative list | Undertaking / Certificate in Company's Letterhead | Yes / No |
| 14 | Formal Application cum undertaking regarding Tender (Annexure-I) | Undertaking / Certificate in Company's Letterhead | Yes / No |



(Signature of the Authorised Person With Seal)



ANNEXURE-I

Undertaking

(To be submitted in Company's Letterhead)

The General Manager (GSAD)
West Bengal Gramin Bank
Head Office

Place:
Date:

Dear Sir,

"Electrical Safety & Energy Audit" at WBGB Branches/Offices

1. We have carefully examined the scope of work and services specified in the memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the Quotation. We hereby undertake to adhere to specifications and all instructions & conditions given in the tender document in writing referred with such other materials as are provided for (if any), and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

| | | |
|----|--|--|
| a. | Description | "Electrical Safety & Energy Audit" at 981 WBGB Branches/Offices under 18 Regions covering 22 Districts of West Bengal. |
| b. | Earnest Money Deposit (EMD) | Rs. 35316/- only (Rupees Thirty Five Thousand Three Hundred Sixteen). EMD will not bear any interest. |
| c. | Time allowed for completion of the Works from Seven day after the date of written Order to commence the work | 90 Days |

2. We also agree that our Quotation will remain valid for acceptance by the bank for 90 days from the date of opening of the Quotations and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
3. Should this Quotation be accepted, I/we hereby agree to abide by and fulfil all the terms and conditions of the Quotation and in default thereof, to forfeit and pay to you or your successor, or assignees or nominees such sums of money as are stipulated in the conditions contained in the Quotation together with the written acceptance of the Quotation.
4. I/we understand that you reserve the right to accept or reject any or all the Quotation either in full or in part without assigning any reason thereof.

Dated this _____ day of _____ 2026.

For and on behalf of M/s _____

(Signature with seal)

Name _____ Designation _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed)



**OBJECTIVE OF THE WORK**

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:

- Inspection & identification of potential electrical/fire hazards
- Boosting employee morale by providing safe working environment.
- Smoothing 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.
- Suggesting preventive measures

SCOPE OF WORK

1. Selected Agency shall provide professional services for carrying out comprehensive Electrical safety of the complete Electrical installation of all Branches /Offices across 18 Regions of West Bengal Gramin Bank and submit comprehensive report to the branches, a copy to Regional office & one copy to Head Office suggesting corrective measure as online soft copy as well as hard copy. The audit should get done preferably through a Govt. agency/ BEE accredited energy auditors. The agencies should use the following calibrated equipments/ instruments for conducting electrical audit in branches/ offices.

- Power analyzer
- Thermal imager (cameras/HHTI etc.)/Thermal Gun
- Multi meter /Clamp Meter
- Equipment's for checking efficiency of earthing
- Earth Insulation Megger/ resistance
- Flue Gas analyzer or any other equipment/ Instrument required for conducting electric safety audit.

2. Visiting the Branches /Offices of WBGB to study and verify the installation by competent Electrical Safety Auditor

3. Suggestion on Corrective measures necessary towards Electrical safety and providing budgetary estimate for rectification works required, if discrepancies/ deviations from safe/ optimum practices.

4. The comprehensive report shall be based on bank's requirement. Report must consist of Observations on account of electrical fire safety and various measures suggesting for improvement of the safety. Report must highlight critical areas/ concerns which need immediate attention/ rectification.

5. Assuming full responsibility for supervision and proper execution of works covered under the scope of contract.

6. Deploy skilled staff for supervision of work under scope of contract.

7. Any other services connected with the works usually and normally rendered by the Electrical Safety Audit but not referred to herein above.

BROAD SCOPE OF ELECTRICAL SAFETY AUDIT

1. All Electric Installations (e.g. HVAC, AC, Lifts, DG set, UPS, Electric panel, transformer, etc.) of branch/ building fall under scope of work.





2. Physical inspection of the Building/ office/ Branch with reference to applicable Indian Standard, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (leakage etc.) therein.
3. Review & Testing of protective device/ system (MCCB/ MCB/ ELCB/ Fuses, etc.) of all electrical installations in the building/office/Branch.
4. Review & Testing of adequacy of wires & cables based on actual load current measurements and cable current carrying capacities. Insulation Resistance test and earthing leakage testing should be done. Check for any loose connection at main switches, DBs, Switch Boards, panels, etc.
5. Examination and testing adequacy of lighting protection systems as per national standards.
6. Checking of all pumps, connector, compressor units for reducing load factor in air Conditioning system /HVAC system. Checking of operation of ACs and timer arrangements.
7. Performance & testing of Bus bar, filtration coil, safety device like MCB, ELCB, etc & Electrical distribution panel of air conditioning unit.
8. Evaluation of electric preventive maintenance (EPM) programme in buildings to examine documentation, checklists, work permit, test records etc and if EPM is not in place or inadequate, recommend and design EPM as per applicable standards.
9. Evaluation of voltage, current parameter of electric equipment for Normal operations. Evaluation of demand is within sanction load with load balancing.
10. Written guidance for the electricians deployed by the Bank from the point of electrical safety.
11. Testing/ Auditing should be done properly as per standard practices with help of internal team of electrical engineer/electrician.
12. Evaluation of UPS/ Inverter and battery system for bulging, leakage, corroded terminals, etc. Calculation and checking of existing load on each UPS under ON & OFF position for normal operation. Evaluation of battery backup, Voltage, Current and AH of all batteries and earthing of Battery rack.
13. Thermography/ Temperature detection and report submission (with images) should be done mandatorily for hot spot detection in electrical distribution system, electric panel, equipments etc.
14. Earthing system (Electrical/ Electronic/ Body/ Panel) should be checked and tested properly for Earth resistance, Earth fault loop impedance, etc for all equipments. Status and appropriateness of electrical insulation mats, wherever applicable and whether they need replacement.
15. **To check if appropriate type of Fire extinguisher is kept in electrical room and if electrical room has fire detectors installed. If any water based fire extinguisher system is installed in electrical room, it had to be brought to attention of Bank authorities. Ensure provision of critical security systems (fire alarm and detection system and CCTV) on UPS wiring.**
16. To check appropriateness of Weatherproof rating of electrical equipments/ connections placed outdoors.
17. The scope includes arranging all required tools and tackles, measuring instruments, data loggers, wires & cables and technicians/ electricians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, preparing sketch, designs, drawings, etc. which shall be in accordance





with local governing codes / standards, regulations, etc., and preparing reports on the same so as to enable the Bank to take a decision.

18. Specific recommendations/ suggestions for ensuring Electrical safety

19. Specific recommendation/ suggestions for conservation of energy in current setup and other future energy saving measure.

20. Specific recommendations/ suggestions for maintaining healthy electrical distribution system.

21. The Electrical Installation under purview of Electrical Safety Audit includes all electrical equipments/ installations from the point of supply from the Local Power Body/ agency to the respective incoming electric distribution and thereafter internal electric distribution system. The study shall include complete lighting & power load, Electrical distribution, transformers, HT & LT panels, Air-conditioners, pumps, Lifts, UPS & battery Systems, Computer and peripherals, Earthing system, DG sets and Automatic Power factor controlling panels etc.

METHODOLOGY

1. The electrical auditor shall carry out the audit in accordance with the prescribed technical format as per **annexure A**.

2. If the electric shut down is required in the branch/office for conducting electric audit, the same will be done with due permission from the concerned authorities by the branch at the date and time convenient, keeping in view the Branch operations and the auditor will have to complete the job within the schedule time. No extra payment/ charge will be entertained by the bank.

3. The company/Firm/Auditor shall be responsible for all injuries to their workmen, if any at the site and damages, if any which may arise from the operations during the audit process due to the conditions within or beyond so ever and consequent compensation arising out of it.

4. The Bank will have the right to call electrical auditor once or more at Head office/ Regional office/ Branch during electrical rectification work for branches/offices. In addition to mentioning the observations, the company/ firm/ auditor will also submit consolidated summary of the proposed rectification work required to be carried out in a branch/ office.

5. If electric audit work done by the company/ Firm/ Auditor is not found satisfactory by the Bank or the work is not completed in the specified time, the bank will have right to terminate the service/ work contract without any advance notice at any point of time.

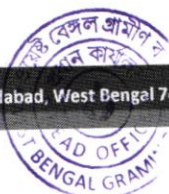
6. Auditor/Company/firm will prepare and provide SLD (systematic line diagram) of electrical system of the Branch and it will be attached in a separate sheet with their audit report.

7. Auditor/Company/firm will provide technical specification and rating for wire and electrical equipment as per his recommendations for replacement suggestion, if any in separate sheet for each branch/office.

8. Thermography photos of all electrical panels/ wires must be conducted by the auditor and the thermography report should be enclosed with the Final Audit Report.

PAYMENT TERMS

No advance payment will be given against the subject work. Payment will be made by the respective Regional Offices on carrying out the Electrical safety & energy audit and submission of the electrical safety





& energy audit report (triplicate- Branch, Regional Office, Head Office) to the respective Offices & Branches.

COMPLETION PERIOD

The time is the essence of the contract. The entire work shall be completed by the Tenderer within the stipulated period (90 days) from the date of receipt of letter of intent issued by the Bank. The date of commencement of work at site shall be within seven days from the date of receipt of letter of intent. The Tenderer should strictly adhere to the completion time schedule.

LIQUIDATED DAMAGES

If the work is not completed in the specified time the tenderer/selected vendor will be levied liquidated damages @ 0.50% per week subject to a maximum of 5% of the contract amount.

VALIDITY OF TENDER

The tenders submitted shall remain valid for acceptance for a period of 90 days from the date of their opening. Should any tenderer withdraw his tender before the expiry of the said period or makes any modifications to his tender, the tender shall be treated as having been rejected or abandoned and his EMD will be forfeited.

EMPANELMENT PERIOD

The empanelment shall be valid for one (1) year from the date of empanelment. The Bank shall have the sole and absolute discretion to extend the Agreement for a further period of up to two (2) years in two stages of one year each, subject to satisfactory performance of the Vendor and mutual consent in writing. Such extension, if granted, shall be on the same rates, terms and conditions as contained herein unless otherwise mutually agreed in writing. However Bank reserves its right to early termination of empanelment of all the applications/any without assigning any reasons whatsoever.

DEFCTS LIABILITY PERIOD

12 Months (Twelve Months) from the date of agreement.

The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.

