

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI

(Incorporating The Vidarbha Co-op. Bank Ltd.)

Scheduled Bank

Sir Vithaldas Thackersey Memorial Building,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai - 400 001.

REQUEST FOR PROPOSAL

FOR

**ELECTRICAL AUDIT OF BRANCHES & OFFICES IN
MUMBAI & NAVI MUMBAI.**

Website: <http://www.mscbank.com>

INVITATION FOR RFP / BIDS (ELECTRICAL AUDIT).

The M. S. C. Bank invites Sealed proposal In two bid system from eligible Electrical consultant or firm for Electrical Audit of branches and offices in Mumbai & Navi Mumbai as per list enclosed.

Interested eligible Bidders may obtain RFP tender document from **The Joint Manager, Gen. Administration Dept., 3rd floor, The Maharashtra State Co-op. Bank Ltd., Sir, Vithaldas Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai – 400 001. Phone No. 022-22800592 / 564** from **15.11.2017 to 05.12.2017** (except Sundays & holidays) during working hours between 10.15 AM to 5.15 PM upon payment of a non-refundable fee of Rs 500/- + 18% GST in the form of a Demand Draft / Banker's pay order in favour of The M. S. C. Bank Ltd., payable at Mumbai. The Bidding Document may also be obtained from our website- <http://www.msccb.com>. The Price of Bidding Document (non-refundable) Rs.500/- + 18% GST shall be payable in the form of DD / Banker's Cheque in favour of The M. S. C. Bank Ltd., payable at Mumbai, with the technical bid document. No forms downloaded through website would be accepted / considered valid without the payment of the price of Bidding Document. Document must be enclosed in a separate envelope. **Part-I** to be filled & enclose with technical bid and **Part- II** to be filled & enclose with financial bid.

1)

Price of Bidding Document	Rs.500/- + 18% GST
Date of commencement of sale of RFP Document	15.11.2017
Last Date for sale of RFP Document	05.12.2017 upto 5.15 pm.
Last Date and Time for receipts of RFP Document	05.12.2017 upto 5.15 pm.
Address of Communication	The Joint Manager, Gen. Administration Dept., 3rd floor, The Maharashtra State Co-op. Bank Ltd., Sir,Vithaldas Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai - 400 001.
Contact Person	Sanjay M. Pol, Joint Manager, Ph.No.022-22800592 / 564
Date of opening of Bids / Tender	06.12.2017 at 3.30 pm.
Earnest Money deposit	Rs. 25,000/-
Time of Completion	02 month

- 2) The Bid has to be accompanied by an Earnest Money Deposit (EMD) Rs.25,000/- for electric audit in the form of a demand draft or pay slip in favour of The M. S. C. Bank Ltd., Payable at Mumbai. Such Draft / Pay slip should be in separate third cover marked as " EARNEST MONEY DEPOSIT " with technical bid.
- 3) The bids / proposal shall remain valid for 90 days from the last date of submission of the bids.
- 4) The M. S. C. Bank Ltd., reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for.

Instructions for Bidders :-

- 1) Sealed and completed bids shall be submitted at- **Joint Manager, General Administration Dept., 3rd floor, The Maharashtra State co-op. Bank Ltd., Sir, Vithalds Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai-400 001.** and super scribed “ **RFP For Electrical Audit of Branches and Offices in Mumbai & Navi Mumbai.**” sent to us at the address of owners not later than **10.15 AM. to 5.15 PM.** on **05.12.2017.** proposer should clearly indicate on copy of the proposal under their full signature, the Name of Work, for which quoted.
- 2) No Document will be received after **5.15 PM.** on **05.12.2017** under any circumstances.
- 3) Technical Bids will be opened at **3.30 PM** on **06.12.2017.**
Bidders or their representative can present at the time of opening of Bids.
- 4) Date of opening for Financial bid of " Technically Qualified Bidders " will be intimated separately after completion of assessment of Technical Bids.
- 5) RFP Document shall remain open to acceptance by the Bank for a period of 90 days from the date of opening of the price bid and the bidder shall not cancel or withdraw the bid during this period. In case the bidder withdraws their proposal prior to the expiry of 90 days then the contractor shall be treated as the defaulter and the earnest money deposit will be forfeited.
- 6) The RFP tender document is non-transferable.
- 7) Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the proposal must be attested by initials of the bidder. Overwriting of figures is not permitted; failure to comply with either of these conditions will render the proposal void at the authority's option. No change in quoted rate in the original document and duplicate document, the lower of the rates quoted shall prevail. In case of any discrepancy in the amount of the item the corresponding rate quoted will prevail & amount will be concluded accordingly.
- 8) Each of documents should be signed by the contractors submitting the bid in token of his / their having acquainted himself / themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any proposal with any of the documents not signed will be rejected.
- 9) The proposal submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the it may be rejected by the authorities.
- 10) The Bank will have all right reserve to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

QUALIFICATION REQUIREMENT OF THE BIDDER :-

The bidder / consultant / firm / companies, who fulfill the following qualification criteria)

- a) The bidder should have a proper infrastructure / office in Mumbai
- b) The bidder should have minimum 05 (Five) year experience in the field of captioned work.
- c) The contractor should be an income tax assessee and should have filed income tax return for the last assessment year.
- d) The average financial turnover during the last three years ending as on 31st March 2017 should be Rs.10 (Ten) Lakh per year.
- e) The minimum educational qualification of an electric auditor/consultant should be a diploma holder in electrical engineering (DEE) or BEE (Bureau of Energy Efficiency) certification by Min. of Energy and Power.
Bachelor degree in electrical engineering will be considered an additional advantage to the firm.
- f) The bidder/firm must have minimum 5 year experience of successful execution of electric audit of similar nature in Govt. / PSU / Nationalized banks / Private firms.
 - i) At least three (03) similar works costing minimum Rs.1.5 Lakh each out of which at least one work should have been in Maharashtra.
 - or**
 - ii) At least two(02) similar works costing minimum Rs. 2.0 lakh each out of which at least one work should have been in Maharashtra.
 - or**
 - iii) At least one (01) similar work costing Rs.2.5 Lakh. If this single work was carried out outside Mumbai then at least minimum cost of Rs.3.0 Lakh .
- g) The bidder could be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable.
- h) The company/ firm/bidder should have valid sale tax no., P.F registration, ESI registration etc. whichever is applicable.

SUBMISSION OF BID:-

The offers must be submitted in separate sealed covers as under :-

TECHNICAL BID :-

- a) Technical Bid as per Form-1
- b) Technical bid containing all detailed which have asked by us and signed all RFP document (**Annexure – I**) as a acceptance of technical parameter
- c) Demand Draft/Pay slip of Rs.25,000/- as a EMD (Earnest Money Deposit) in favour of The M. S. C. Bank Ltd., payable at Mumbai.
- d) Demand draft / pay order of Rs.500/- + 18% GST as a RFP document cost, in case the RFP document download from our website or pay receipt if RFP document was collected from our office.

COMMERCIAL/ FINANCIAL BID :-

Commercial bid have only the price bid quoted by vendor in prescribed format (Annexure-II) only. No other format will be accepted by the Bank. The prices / offer shall be valid for 90 days only.

Scope of Work :-

The work consists of the proposed electric audit work of 27 branches and 06 offices in Mumbai & Navi Mumbai. (List attached herewith). In accordance for the work all electric equipment, tools, manpower etc. will be provided by the vendor.

- a) The electric auditor shall strictly comply the technical format during audit of the branch / offices. No other format will be accepted by the bank.
- b) If there will be any electric shut down required in branch or office for doing electric audit then branch may give a suitable date / time for same (as per convenient) and may call / visit on holiday or Sunday for complete the job. No extra payment/ charge will be entertained by Bank.
- c) The Company / Firm shall be responsible for all injuries to the work or workmen, to persons or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or their, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out the electrical audit of branch/offices. Insurance is compulsory and must be in effect during electric audit.
- d) The Bank will have a right to call electrical auditor once or more at office / branch during electrical rectification work for branches / offices. The company / firm will also submit consolidated summary chart of proposed electrical work of all branches / offices. Company / Firm will not claim any amount for the same.
- e) If project work/electric audit works is found unsatisfactory before / during the project work then there will be penalty of Rs.10,000/- or 2% of the work order cost whichever is higher. Bank will have a right to terminate the contract in between or before the work by giving 15 days prior notice to the vendor.
- f) 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.
- g) Company / firm will provide technical specification and rating for wire and electrical equipment as per his recommendations in separate sheet of each branch / office's electric report.
- h) Company / Firm may recommend / advise, the make and tentative price of wire and electrical equipment in separate sheet of each branch/office's electric report.
- l) Visiting each branch / office and verifying the installation (As detailed in the format enclosed).
- J) Suggestion and corrective measures necessary towards electrical, fire and safety measures, upgradation in the electrical system, electrical instruments, requirements for power saving.
- K) suggestion for capacity of Air conditioners as per the requirements of the branch / office area also suggest difference between energy saving of window & split Air conditioner (Five Star Rating).

TECHNICAL BID :-**Form- I**
(To be filled)**Basic Information**

Sr.No.	Particulars	Details
01	Name of the Company/Firm/Applicant and address of the registered office:- Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:-	
02	Date and year of establishment (enclose documentary evidence)	
03	Type of the organization (whether sole proprietorship, partnership, private ltd. or Cooperative body etc.)	
04	Name of the proprietor/partners/Directors of application with address and phone no. (in case) a. b. c.	
05	Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
06	Whether the firm has worked for the Government / Semi-government / Municipal Authorities or any other public organization Banks etc. if so, give details.	
07	No. of years of experience in the relevant field. (enclose certificate)	
08	Adequate and satisfactory evidence to indicate financial capacity of the applicant to undertake the said works with names of bankers and their full addresses. (solvency certificate from a bank & income tax clearance certificate has to be attached)	
09	Yearly turnover of the organization during last three years(year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last 3 years)	Rs.-for 2014-15 Rs.-for 2015-16 Rs.-for 2016-17 (Provisional)
10	Name of electrical auditor /engineer/inspector (full details and qualification) (enclose document)	
11	Whether electrical engineer/auditor /inspector is having valid BEE certification. (enclose certificate)	
12	Income tax No:- Permanent A/c No:- (enclose documentary evidence) GST No:-	
13	Details of staff member who will execute the project (may attach separate sheet)	

Sr. No.	Name of the project/ work and employer	Nature of work	Work order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of the dispute (if any)

(Signature of Bidder with seal of Firm)

FORMAT FOR ELECTRIC AUDIT OF BRANCHES/OFFICES

(To be filled by Electrical Auditor only)

1.1 General information:-

Branch :-

Zone:-Mumbai & Navi Mumbai

Sr.No.	Details	
01	Name of Branch	
02	Staff strength detail of branch	Officers :- Clerk :- Sub Staff:-
03	Name of designated branch Manager with contact No	
04	Name of Electrical Auditor and contact No	

1.3 Electric Supply Detail:-

Sr. No.	Electric supply company/Dept.	Sanction Load	Maximum Load (in last one year)	Average Load (in last one year)	Any penalty (in last one year)

1.4 Details of Electrical Equipment :-

Sr. No.	Equipment	Make and Model	Qty.	Rating (AMP or KVA or core x Sq. mm or Watt)
01	UPS			
02	Batteries			
02	D. G. Set			
03	Miniature circuit Breaker (MCB)			
04	MCCB (Molded case circuit breaker)			
05	ELCB (Earth leakage circuit breaker)			
06	RCCB (Residual current circuit breaker)			
07	SFU/HRC fuse			
08	Electric wire a. 1.5 sq. mm b. 2.5 sq.mm c. 04 sq.mm d. 06 sq.mm			

1.5 UPS and Batteries :-

AMC Vendor & expiry date	UPS connection (Three phase/Single phase)	Any Overload on UPS (Yes/No) (if yes give reason/details) (Overload more than 80% of UPS capacity)	Any battery bypassed with UPS (Yes/No)(if yes give details)

Any chemical rust or loose connection on battery terminal/lug (Yes / No)(if yes give reason/ details)	Whether ventilation/cooling is provided in UPS room (Yes / No)	Unwanted material kept inside UPS & battery room (Yes / No) (if yes give details)	Any overheating in wire/fuse /MCB / switch hes etc.(Yes/No) (if yes give reason/detail)

No. of batteries (more than 03 year old) &having capacity below 80% of full capacity	Last date of battery back-up test on full load & have any deformity (give details)

1.6 AC units:-

AMC vendor Proper electric Auto timer adequate rating & expiry date (if any)	Proper connection with compressor contactor, relay and capacitor	Auto timer(functional / non functional) (if provided)	Adequate rating MCB/fuse for ACs unit (Yes/No)	suggestions on keeping the units, power consumption & capacity requirement considering the area.

1.7 Diesel Generator :-

AMC Vendor & expiry date (if any)	Date of last engine oil and filter replacement (Not more than 06 month or 250 running hrs.)	All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes / No) (If no give reason /detail)	Any deformity noise, leakage, fuel consumption rate and spark in exhaust system(Yes / No) (if yes give reason/detail)

1.8 Details of other electrical equipment :-

Sr. No.	Equipment	Make and Model	Qty.	Detail
01	Computers			
02	Printers			
03	Passbook printers			
04	Cash counting Machine			
05	Split ACs / Window ACs			
06	Fans			
07	Router			
08	Fire alarm and Burglar alarm			
09	CCTV			

1.9 Electric supply (Single phase / Three phase) (please tick) :-

Phase- I	Phase- II	Phase- III

1.10 Electric Load Distribution(in volt):-

R-phase (R-N)	Y-phase (Y-N)	B- phase(B-N)

2.1 Earthing System :-

Sr.No.	Separate earthing for UPS and raw power (Yes/No)	Type of earthing (chemical/Normal)	Earth resistance (in ohm)	Earth pit identified (Yes/No)

2.2 Heating of wire / panels :-

Sr.No.	Thermography of electric wire and panel (Yes/No)	No. of location/spot (where temp. is more then 780c)	Detail of heating equipment (attach thermography image & system generated report)	Reason

2.3 Other Electrical Risk :-

Sr. No.	Electrical Risk	Category (High / Medium / Low)	Reason / detail and recommendation (For High only)
01	Any hanging electrical wire/ temporary electric connection etc. in premises		
02	Any multi pin plug or extension cable/board use in premises		
03	Any dangling/loose electric connection or portion of live wire with damage jacket / insulation		
04	Flammable combustible material dumped near electric panel (those electrical equipment run on 24 x 7 basis)		
05	Voltage Fluctuation		
06	Any MCB / Fuse etc. by pass from the electrical system		
07	Any other electrical risk		

2.4 ATM / (5 sites) :-

No. of Kiosk	No. of AC units	Auto timer for ACs available(Yes / No) & Auto timer (functional / non functional)	UPS & batteries (working / nonworking)

Thermography of wire and panel (yes / No) (If temp. more then 780c, give detail)	Any poor rating MCB/fuse etc. used in ATM / E-gallery (Yes/No)	Any loose connection/multi pin plug etc. in ATM/E-gallery (Yes-No)	Any other electrical observation in ATM/E-gallery

2.5 Risk Rating :-

Overall electric risk category (High / Medium / Low)	Reason

2.5 Summary :-

Sr.No.	Observation	Rating (High/Medium/Low)	Recommendation (Strictly specify detail of electrical equipment/wire etc. only)(e.g.- 01 MCB of 16 amp of UPS incomer replace)

(Signature of electrical auditor)

2.6 Counter Signature by Branch Manger

Signature :-----

Name :-----

Designation :-----

Mobile No. :-----

Branch / Office Set. :-----

Instruction to Branch Manager :-----

ANNEXURE - II

COMMERCIAL / FINANCIAL BID :-

To,
Joint Manager,
The M. S. C. Bank Ltd.,
Fort, Mumbai.

Date:-

Sir,

**Sub:- Appointment of Electrical Auditor for carrying out Electrical Audit for
Branches/ Offices.**

We have gone through the proposal for the captioned project & we have understood requirements of the works. We are interested for undertaking the subject work on the following terms:-

Sr. No.	Description & scope of work	Qty.	Rate	Total Amount
01	Electric audit of all branches & offices under jurisdiction of Mumbai & Navi Mumbai. Total - 27 Branches & 06 offices as per prescribed format only. The rate shall include labour cost, travelling, equipment handling charges etc.	Total -27 branches & 06 offices, (Branches located in Mumbai & Navi Mumbai		

Note :-

- a) Cost inclusive of all taxes such as G.S.T. and other expenses like travelling, labour cost, Equipment handling charge etc.
- b) The terms mentioned in RFP document shall be binding on us and in the event of breach of contract the security amount will be forfeited.
I / we have read and understood the above conditions and quote my / our rates to the best of my / our knowledge.

(Signature of Bidder with seal of Firm)

LIST OF LOCATIONS

SR No.	NAME OF THE OFFICE	TELEPHONE NO.	FULL ADDRESS OF THE PREMISES WITH PIN CODE.
1	Head Office.	022/22876015 To 22876020	9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai - 400001.
2	Bennet House	022/22876015 To 22876020 22042487	120, Sahid Bhagatsingh Road, Fort, Mumbai - 400001.
3	Phipson Bldg.	22028641	120, Shahid Bhagtshing Road, Fort, Mumbai - 400001.
4	Oricon House	22886042	Oricon House, 1 st floor, K.Dubhash Marg, Mumbai - 400001.
5	Vashi (Admin. Office)	022/27892340	Administrative Office, Plot No. 88, Sector No.17, Vashi, Navi Mumbai - 400703
6	Yashwantrao Chavan Prathisthan,	22028512	General Jaghnath Bhosale Marg, Near Sachiwalaya Gymkhana. Mumbai - 400021.
7	Andheri (E) Br.	022-26838757	Devta Co-op. Hsg. Sty. Ltd., Dev Darshan Building, Old Nagardas Road, Radha Krishna Marg, Andheri (E.), Mumbai - 400069.
8	Bandra (E) Br.	26420007	Aram shopping centre Opp. Chetana College, Government Colony, Bandra (E.) 400051.
9	Borivli (W) Br.	28984473	Kasarbaug Co.op. Hsg.Sty. Ltd., Bldg. No1, Shop No.2, Plot No.179, Near Veer Savarkar Garden, Borivli (W.) Mumbai - 400092
10	Byculla Br.	23084158	Seva Neeketan, Sir J. J. Road, Byculla, Mumbai 400008.
11	Chembur Br.	25282561	Plot No.177 B, D.K. Sandu Marg,, Chembur Mumbai - 400071.
12	Dahisar (W) Br.	28931273	Tawade Wadi, Lokmanya Tilak Road, Dahisar (W.), Mumbai - 400068.
13	Ghatkopar (E) Br.	25069060	Kot Mahal, Co-op. Hsg. Sty. Ltd., Shop No. A-1, Plot No.148, Garodiyanager, Ghatkopar (E), Mumbai - 400077.
14	Goregaon (W) Br.	28722131	Joyvilla, Plot No.58 Road No.4, Jawahar Nagar, Goregaon (W), Mumbai - 400062.
15	Kandivli (W) Br.	28051121	A/4 Best Staff Quarters, Kandivli (W), Mumbai - 400067
16	Khar (W) Br.	26461803	Shop No.1, Ground floor, Plot No.20,21 & 22, Darvesh Grand, 4 th Lane, Khar (W), Mumbai- 400052.
17	Kurla (W) Br.	26504611	"Navaj Manzil" 303/304, LBS Marg, Kurla (E) Mumbai 400 070.
18	Malad (E) Br.	28834440	Paras, Daptari Road Malad (E) Mumbai - 400097.

19	Mulund (W) Br.	25600232	Plot No.180, Parag Building , G.G. Road, Mulund (W), Mumbai - 400080
20	Parel Br.	24708687	Contractor Bldg. 268-272, Dr.Babasaheb Ambedkar Road, Parel Mumbai - 400012.
21	Pedder Road Br.	23526783	63, Ratan, Dr. Gopalrao Deshmukh Marg, Mumbai - 400 026.
22	Prabhadevi Br.	24224456	Shri Siddhivinayak Co-op. Hsg. Sty. Ltd., Veer Savarkar Marg, Prabhadevi, Mumbai - 400 028.
23	Santacruz (E) Br.	26124209	Nilkamal Co-op. Hsg. Sty. Ltd., Shop No.4 & 5, Prabhat Colony Road, Santacruz (E), Mumbai - 400055.
24	Santacruz (W) Br.	26105701	2, Sai Aradhna Co-op. Hsg. Sty. Ltd., Firojshaha Road, Front of Highlife Mall, Santacruz (W), Mumbai - 400054.
25	Shivaji Park (W) Br. (Dadar)	24302192	Ganesh Co-op. Hsg.Sty.Ltd., Block No.C-12, R.K.Vaidy Road, Dadar (W), Mumbai- 400 028.
26	Sion (E) Br.	24073591	Murlidhar Mandir Trust Building, Plot No.202 Sion (E), Mumbai - 400022.
27	Varsova (W) Br.	26362164	"Elders Home" Seven Banglow, Fishrish University Road Varsova, Andheri (W) Mumbai - 400061.
28	Vikhroli (E) Br.	25781736	Kannamvar Nagar, Maharashtra Housing Board, Vikhroli (E), Mumbai - 400083.
29	Vile-Parle (E) Br.	26141709	Trambak Niwas, C.T.S. , No.973/1 To 5, 974/1, Plot No.15, M.G.Road, Vile Parle (E), Mumbai - 400057.
30	Vashi Br.	27892513	Plot No.88, Sector No.17, Vashi, Navi Mumbai - 400 703.
31	Jogeshwari Ext. Counter	26855032	Mahananda Dugdhashala Western Express Highway, Goregaon (W), Mumbai -400 065.
32	Vashi Exten.Counter	27841866	APMC Market, Phase No.2, Sector 19-B, Plot No.7, G-1, Avelon Night School Building, Turbhe, Navi Mumbai-400 705.
33	Yashwantrao Chavan Prathisthan, Extention Counter.	22028620	General Jaghnath Bhosale Marg, Near Sachiwalaya Gymkhana. Mumbai - 400021.