Notice Inviting Tender (NIT)

Reserve Bank of India, Jammu invites open Tender for Conducting Electrical Safety Audit of Bank's Office Building and Staff Colony, Trikuta Nagar under RBI Jammu in two parts. The tender documents shall be uploaded on Bank's Website. All corrigendum, addendum and further communication shall be uploaded on Bank's Website. The Tenderer has to submit the tender physically in tender box situated at Reception/Estate Department, Jammu

a. e-Tender Name	**Tender for Conducting Electrical Safety Audit of Bank's Office Building and Staff Colony under RBI Jammu**
b. Estimated cost of the work	**₹1,00,000/-**
c. Mode of Tender	**Open (Tender Shall be submitted at the Tender Box situated at Reception, Main Office Building, Jammu)**
d. Date of NIT available to parties to download	17-07-2026
e. Eligible Vendors	Open Tender The intending tenderer for conducting Electrical Safety Audit should be professionally qualified degree holder and experienced Electrical Safety Auditor. The firm should have the experience of carrying out at least two electrical safety audits in Banks, Financial institutions, major hotels or multi-storeyed office buildings or any other electrical installations with a minimum connected load of 500 KW (for single premises/building) in last 5 years (from date of issue of tender).
f. Earnest Money Deposit	Rs 2000/- shall be paid by the tenderer through NEFT RBI Jammu A/c No.8714295, IFSC Code: RBIS0JMPA01. **MSME firms are exempted from the submission of EMD.**
g. Date of Starting of Tender for submission at Reception Tender Box	17-07-2026 from 14:00 Hrs onwards
h. Date & time of closing of open Tender	27-08-2026 upto 14:00 Hrs
i. Date & time of opening of Part I of Tender	27-08-2026 at 15:00 Hrs.
j. Date & time of opening of Part II of Tender	Date and time of opening of price bid will be informed separately to all the eligible bidders later

Note- 1. Please note that there is no tender fees to download the tender document from Portal.
2. Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their candidature.
3. The Bank is not bound to accept the lowest tender bid and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason, therefore.
4. Any amendments/ corrigendum to the tender, if any, issued in future will only be notified on the RBI Website (https://www.rbi.org.in)

Reserve Bank of India
Estate Department
Jammu

Part-I / Commercial Bid

Tender for Conducting Electrical Safety Audit of Bank's Office Building and Staff Colony, Trikuta Nagar under RBI Jammu

Name of the firm:

Address:

Email:

Telephone:

Name of contact person for the work:

Mobile Number:

Email:

Due date and time of submission of tender: 27-08-2026 upto 1400 hrs.

Date of opening of Part I of tender : 27-08-2026 at 1500 hrs

CONTENTS

Section I
Form of Tender

Place___________

Date ___________

To,
The Regional Director
Estate Department,
Reserve Bank of India
Rail head Complex
Jammu -180012

Dear Sir,

We have carefully examined the specifications, designs and schedule of quantities relating to the Electrical Safety Audit specified in the memorandum hereinafter set out and having visited and examined the site of the Electrical Safety Audit as specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender. We hereby offer to conduct the Electrical Safety Audit as specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the tenderers and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such equipment's as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a	Description of works	Conducting Electrical Safety Audit of Bank's Office Building and Staff Colony, Trikuta Nagar under RBI Jammu
b	Estimated cost	₹1.00 Lakh inclusive of GST
c	Terms of payment	As per clause 10 of Commercial Conditions.
d	Earnest Money	₹2000/- through NEFT RBI Jammu **A/c No.8714295**, IFSC Code: **RBIS0JMPA01** **Intimation of the same we may be given at** estate@rbi.org.in

e	Time allowed for completion of work from tenth day after the date of letter advising acceptance of tender	45 days (Including submission of the Final Report)

We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.

4. Should this Tender be accepted, I/we hereby agree to abide by and fulfill all the Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract
5. I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor. We have deposited (NEFT) a sum of ₹2000/-as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.
6. The Tender is submitted in sealed envelope**.**

- Part I shall have all commercial terms and conditions and technical particulars.
- Part II shall have the price bid in sealed cover in the Bank's proforma.

Dated this _____ day of _____ 202….

For and on behalf of M/s ______________________________________

____
(Signature with seal)

Name ____
Designation ____
Place ____
Date ____

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

enclosed). Witnesses

(1) Signature with ________________________________
name, address and date ________________________________
____

(2) Signature with ________________________________
name, address and date ________________________________
____

Section II

Articles Of Agreement

ARTICLES OF AGREEMENT made on the ________ day of ______________ between the Reserve Bank of India, Jammu having its Central Office at Mumbai (hereinafter called "the Employer") of the one part and ____________________________ (hereinafter called "the Auditor") on the other part.

WHEREAS the Employer is desirous of conducting **Electrical Safety Audit of Bank's Office Building and Staff Colony, Trikuta Nagar under RBI Jammu** and has caused drawings and specifications describing the work to be done AND WHEREAS the said specifications, and the schedule of quantities, scope of work have been signed by or on behalf of the parties hereto.

AND WHEREAS the Auditor has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the commercial conditions and scope of the work of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable there under **(hereinafter referred to as "the said Contract Amount").**

NOW IT IS HEREBY AGREED AS FOLLOWS -

2.1 In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Auditor shall, upon and subject to the said conditions, execute and complete the work shown upon the said drawings and described in the said specifications and the schedule of quantities.

2.2 The Employer shall pay the Auditor the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.

2.3 The term "Employer" in the said conditions shall mean Regional Director, RBI Jammu, and on his ceasing to be the employer for the purpose of this Contract for whatever reason, such other person or persons as shall be nominated for those purposes by the Employer, not being a person to whom the Auditor shall object for reasons considered to be sufficient by the Employer provided always that no person or perhaps persons subsequently appointed to be architect under this Contract shall be entitled to disregard or overrule any previous decisions or approval or direction given or expressed in writing by the architect for the time being.

2.4 The said Conditions and Annexures thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.

2.5 The drawings, agreement and documents mentioned herein shall form the basis of this Contract.

2.6 This Contract is deemed to be lump sum Contract as described in the bill of quantities and specifications in part I and part II of the tender documents.2.7 The Auditor shall afford every reasonable facility for carrying out of all works relating to Electrical Safety Audit in the manner laid down in the said conditions, and shall make good any damages done to walls, floors, etc., after the completion of such works.

2.8 The Employer reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out at any time during the currency of Contract, without prejudice to this Contract.

2.9 Time shall be considered as the essence of this Contract and the Auditor hereby agrees to commence the work from the day of issue of works order/letter of acceptance as provided for in the said conditions and to complete the entire work as specified from the **45** days from the 10th day from the issue of work order subject nevertheless to the provisions for the extension of time.

2.10 All payments by the Employer under this Contract will be made only at Reserve Bank of India, Jammu.

2.11 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Jammu and only courts in Jammu shall have jurisdiction to determine the same.

2.12 That the several parts of this Contract have been read by the Auditor and fully understood by the Auditor.

If the Auditor is a partnership or an individual	IN WITNESS WHEREOF the Employer and the Auditor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
If the Auditor is a company	IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorised official and the Auditor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

Signature
Clause:

SIGNED AND DELIVERED by Reserve Bank of India, Jammu

____

(Name and Designation)

In the presence of -

Witnesses –

1. ____________________________________

Address ________________________________

____

2. ___________________________________

Address ________________________________

____

If the party is a partnership firm or individual SIGNED AND DELIVERED BY _______________

____

____

In the presence of -

Witness -

1. _____________________________________

Address __________________________________

____

2. _____________________________________

Address ____

____

THE COMMON SEAL OF ____________________

____

was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on

____

____

In the presence of -
Witness –

1. ____

2. ____

If the Auditor signs under common seal, the signature clause should tally with the sealing clause in the articles of association.

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

1. ____

2. ____

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

SIGNED AND DELIVERED BY -
the Auditor by the hand of
Shri ____
____
and duly constituted attorney.

Section III
Commercial Conditions

1. Sealed tenders in two parts are invited from Electrical Safety Auditors for conducting Electrical Safety Audit in Bank's Office Buildings and Staff Colony, Trikuta Nagar at RBI Jammu.
2. **Eligibility:**

   The intending tenderer for conducting Electrical Safety Audit should be a professionally qualified degree holder and experienced **Electrical Safety Auditor.** The firm should have the experience of carrying out at least **two electrical safety audits** in Banks, Financial institutions, major hotels or multistoried office buildings or any other electrical installations with a minimum **connected load of 500 KW (for single premises/building)** in last 5 years (from last day of previous month of date of issue of tender).

   Earnest Money Deposit (EMD): The Earnest Money Deposit of ₹2000/- shall be paid by the tenderer through NEFT RBI Jammu A/c No.8714295, IFSC Code: RBIS0JMPA01. Demand Draft /Cheque is not accepted for EMD. Intimation of the same we may be given through email as mentioned above. EMD of L1 bidder will be released after completion of work and for rest bidders EMD will be released after award of the work.

   EMD shall be forfeited if the Bidder:

(i) Makes misleading or false representations in the forms, statements and attachments submitted, has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria; or

(ii) withdraws his Bid during the period of Bid validity; or does not sign the contract after award of Contract.

(iii) has been blacklisted by any Government agency and the blacklisting is still in force.

(iv) If the bidder fails to complete the work.

3. The tenders for the above work shall be submitted in separate-separate sealed covers for Part I and Part II and one another cover for containing both envelope of Part I and Part II addressed to Regional Director, Reserve Bank of India, Rail Head Complex, Jammu-180012, so as to reach him not later than 14:00 hours on 27-08-2026 The envelopes shall be super-scribed **"Tenders for conducting Electrical Safety Audit of Bank's office building and Staff Colony, Trikuta Nagar under RBI Jammu (Part-I/ Part-II)"**. Part I of the tender will be opened on 27-08-2026 at 15:00 hours.

4. Part-II of the tenders will be opened on a subsequent date under intimation to all the tenderers. Tenderers are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. No terms and conditions or any other information/ enclosures shall be included in tender Part-II.
5. The tenders shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of tender Part-I and shall be extended by such period as may be mutually agreed to.
6. Prices: The price quoted for the work shall be firm till completion of the work and shall include all taxes including service tax as applicable and cost of transportation/accommodation etc. of the equipment and persons deputed.
7. This contract is a fixed lump sum contract in respect of the entire Electrical Safety Auditing and to be paid for according to, at the rates contained in the schedule of rates and as provided in the said conditions.
8. The employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Auditor shall not be entitled to any payment for the works done exceeding the tender quantities unless specifically approved in writing by the Bank's engineer.
9. **Completion Period**

   The time for completion of the entire work is **45 days (including submission of final report)** from 10th day from the date of award of work. The site survey, data collection /measurements in **20 days** and the draft report shall be submitted for approval of Bank's Engineer within **30 days** and final report on or before **45 days.**
10. **Terms of payment**

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

a. 100% of the quoted amount on submission of the printed hard copy final report to the Bank. All payments for the work will be made after statuary deductions.

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

11. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
12. Entire work shall be completed as indicated above, failing which liquidated damages at the rate of ₹**250/- per week** to a maximum of 10% of the contract

value will be recovered for delay beyond the contractual period of completion. The work is allowed to be carried out during office hours (9:30 AM to 5:30 PM).

13. On receipt of intimation from the employer of the acceptance of his/ their tender, the successful tenderer shall be bound to sign the formal contract and within fourteen days thereof, the successful tenderer shall sign an agreement in accordance with the draft agreement and the schedule of conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the RBI and the person so tendering, whether such formal Agreement is or is not subsequently executed. The cost of necessary stamp paper for execution of the agreement shall be borne by the successful tenderer.

14. If the Auditor being individual or a firm commits any act of insolvency or shall be adjudged an Insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to supervision of the court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall be unable within seven days after notice of him requiring him to do so, to show to the reasonable satisfaction of the Bank's Engineer that he is able to carry out and fulfill the contract and to give security therefore, if so required by the Bank's Engineer. Or If the Bank's Engineer shall clarify in writing to the employer that the Auditor.

15. **Extension of time:** (before expiry of original date of completion): If the L1 bidders desire any extension of time for completion of work on grounds of there having been unavoidable hindrances in execution or any other ground, they shall apply in writing immediately after the occurrence of the hindrance. Such application shall contain complete details of hindrances, which hindered the contractors in the execution of the work and reference to record of entry in the Hindrance Register. The Bank will grant the extension of time, without prejudice to Bank's right to recover liquidated damages or compensation under relevant contract clause. The hindrance due to the Bank will not be the part of calculation of liquidated damages.

16. **Non-Disclosure clause:** The Bidder shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Bidder during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Bidder shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Bidder shall not publish, permit to be published, or disclose

any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Bidder shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Bidder and the Employer shall be entitled to claim damages and pursue legal remedies. The Bidder shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Bidder's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

17. **Sexual Harassment:** The Bidder / Agency shall comply with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the bank, the complaint will be filed before the Internal Complaints Committee constituted by the Bidder / Agency and the Bidder/Agency shall ensure appropriate action under the said Act in respect to the complaint. The bidder shall be responsible for educating its employees about prevention of sexual Harassment at workplace and related issues.

    Any complaint of sexual harassment from any aggrieved employee of the bidder against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

Date: Signature of tenderer

Place: Name and address

List of clients

(For whom similar scope has been completed in the last 5 years.)

Sr. No.	Details	Name of client (1)	Name of client (2)	Name of client (3)
1	Establishment name, location and address.			
2	Telephone and email address			
3	Connected load of Building			
4	Brief details of the work			
5	Date of award of contract			
6	Date of completion of work			
7	Work order detail			
8	Whether the Establishment is with central air-conditioning system			

Copy of work order/work completion must be attached.

Section IV

Terms and Conditions and Scope of work

Introduction

Reserve Bank of India, Jammu is desirous of undertaking Electrical Safety Audit of the Electrical/Electromechanical installations provided in the office building, Jammu. The office building receives power supply from the Electricity supply authorities. In addition, diesel generator sets of suitable capacities have been installed to meet critical applications during power outages. Entire electrical installation of the office building shall be audited in the Main office building premises. However, in staff colony all external installation i.e. pump house, meter room all 3-phase meter etc. & 10% of the total flats will be inspected.

Objective

- The objective of conducting Electrical safety is to review the condition of the existing electrical installation and to recommend measures for further strengthening the system in order to eliminate/reduce the electrical fire hazards and to improve the safety of the personnel. The audit shall mainly focus on:
- Identifying the potential electrical/fire hazards
- Boosting employee morale by providing safe working environment.
- Smoothening the operation and maintenance of electrical installation.
- Avoiding loss of properties, human life and costly equipment.
- Ensuring compliance with relevant codes and practice, statutory rules and regulations.
- Establishing procedures and process of safe working in electrical installation.

A. Statutory Requirements:

Electrical Safety Audit (ESA) of the Building and Electrical Installations shall be carried out with reference to applicable Indian Standard, Indian Electricity Rules(IE), PO Manual (Para 4.11), and other relevant codes of Practice to identify potential electrical hazards to prevent or minimize accidents. The Audit should be carried out using calibrated instruments and personal protective equipment during field visits for inspection and data collection. During the Audit, the audit team should ensure that in addition to other provisions of the IE rules as per IE Act, the provisions contained in para 29 of the IE act specifically listed as under are complied with: **Para 29**: - Construction, installation, protection, operation and maintenance of electric

supply lines and apparatus: All electric supply lines and apparatus shall be of sufficient ratings for power, insulation and estimated fault current and of sufficient mechanical strength, for the duty which they may be required to perform under the environmental conditions of installation, and shall be constructed, installed, protected, worked and maintained in such a manner as to ensure safety of 2(human beings, animals and property))

(2) Save as otherwise provided in these rules, the relevant code of practice of the 3[Bureau of Indian Standards] 4[including National Electrical Code] if any may be followed to carry out the purposes of this rule and in the event of any inconsistency, the provision of these rules shall prevail.

(3) The material and apparatus used shall conform to the relevant specifications of the 3 [Bureau of Indian Standards] where such specifications have already been laid down.

1. Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.
2. Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.
3. Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.
4. Ins. by GSR 358, dt. 30.4.1987, w.e.f. 5.9.1987.

Relevant Codes of Practices:

Some of the relevant codes of practice are enumerated below:

a. Indian Electricity Rules, 1956 (as amended up to date)
b. IS: 5216 (Part-I) Recommendations on Safety Procedures and practices in Electrical Work.
c. IS: 5216 (Part-II) Recommendations on Safety Procedures and practices in Electrical Work.
d. IS: 1646-1961 Code of Practice for fire safety (General): Electrical works
e. IS: 4770: 1968 - Specifications for Rubber gloves for Electrical Purpose
f. IS: 2309 Protection of Buildings and Allied Structures against Lighting
g. Gazette Notification dated 20th September 2010 issued by Central Electricity Authority regarding Regulations for measures relating to safety and Electric Supply.
h. National Building Code, 2005 (as amended up to date)
i. Para 4.11 of PD Manual "Guidelines for operations and maintenance of various installations in the Bank's properties Any other local guidelines / bylaws as applicable.

B. Details of Electrical Installations in Bank's office building:

Switchgear, Electrical Panels, Capacitor Panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing of Building and Equipment earthing, Various types of motors, DG set, UPS, Central Air-conditioning Plant Air conditioner, Air Handling Units, Lifts, Lightening Arrester, Kitchen Equipment, Water Pumps, Servers, switches, PCs, printers and other IT equipment and any other equipment and gadgets connected to power supply prone to fire hazards.

C. Scope of work

The scope of work for the electrical safety audit shall include but not limited to:

1. **Study of existing safety measures**, procedures and system for controlling electrical hazards being followed in the office with respect to statutory and regulatory requirements, electricity rules etc. and suggest for further measures in case of any gap.
2. **Preparation of single line diagram (SLD) of Electrical Installation** from LT panel to Floor panels, main LT panel, capacitor panel, DG set, UPS Panel etc. The SLD should indicate the ratings of the equipment, feeders (wherever possible) etc.
3. **Preparation of earthing layout** encompassing all the accessible and working earth pits in the office premises. Each earth pit should be given a unique identification number and marked on building plan.
4. **Earth Resistance Testing**

- The earth resistance testing shall be carried out to measure the earth resistance on all the earth pits and its compliance with respect to Indian Electricity Rules may be verified.
- The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.

5. **Identification of any unbalancing of loads**. The unbalancing/overloading, if any, in the electrical installation viz., LT panels, Emergency panel, Floor Distribution Panels, Distribution Boards etc shall be identified with the help of measuring equipment.
6. **Identification of Hot Spots using thermal camera**: The hot spots, if any, in the electrical installation panels and distribution boards shall be identified with the help of thermal imaging/thermography.
7. **Checking of Elevators** for passenger and freight/bullion movement and passenger safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, firemen control/switch, wiring in shaft and machine room etc. provided in the lift installations and gaps if any shall be identified and indicated in the audit report.

8. **Physical inspection of the sources of power supply** viz DG set , UPS installations and associated power distribution electrical installations including power supply systems & wirings for server rooms, IT equipment etc. shall be done with reference to applicable Indian standards, Indian Electricity Rule and other relevant codes of practice. Any leakage of oil in capacitor banks, diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc to be checked.
9. Checking provisions and sufficiency of AC services comprising AC units/ PAC systems and ventilation systems in areas housing electrical/IT equipment in 24x7x365 operations namely UPS systems, battery rooms, server rooms etc as per existing circulars and guidelines issued by the Bank.
10. **Checking of the alternate operation** of the standby fans/AC units through timers or any OEM installed logic circuits etc. for proper operation.
11. Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof as per Premises Department Manual (Para 4.11) shall be done.
12. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.
13. Checking of the protection devices in upstream and downstream switchgears and their settings to ensure that the same are in the desired graded manner as designed as per the requirements of existing standards including setting/adequacy of ELCB and their ratings for earth leakage protection.
14. Checking of the Lightning protection system of the building and ensuring that lightning arrestors are connected to two isolated earth pits. These pits should not be connected to electrical system earth.
15. Checking of Illumination level in various working area as per standard and identifying gaps/shortfalls if any as per process/area requirement.
16. Checking of the provision of electrical shock treatment chart in Hindi and local language near electrical equipment and substation. Checking the record of the training provided to the electrical staff on electrical safety, shock treatment and to handle emergencies and artificial respiration.
17. Checking the log of electrical accidents maintained.
18. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
19. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.

20. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.
21. Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installations. It is to be ensured that Fire buckets filled with free-flowing sand and DCP/C02 fire extinguishers are provided near electrical substation and electrical panel locations.
22. Verifying that all the workmen engaged on electrical installation work has been provided Personal Protective Equipment (PPE) i.e insulated gloves, safety shoes and insulated tools etc. and the same are being used. This equipment should be periodically checked for their proper functioning.
23. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
24. To check the provision of insulated mats of ISI mark in front of all the electrical panels.
25. To check the provision and use of proper height, strong and properly insulated ladders for the maintenance work.
26. To check the provision of proper ventilation of electrical panel rooms and battery rooms etc.
27. In addition to the above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety.
28. Checking of Solar Power Plant with all associated electrical installation.

D: Equipment/measuring instruments

All the equipment/instruments required for carrying out the Electrical Safety Audit will have to be arranged by the firm without any extra payment to the Bank. The firm should have the following minimum equipment/instruments for Electrical Safety Audit:

- Three-phase Power analyser
- Thermography camera
- Earth tester
- Megger
- Any other equipment/instrument

Please note that the Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangement for all assistance.

E. Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in a working office building without causing inconvenience to the normal working of the Bank. No power shutdown will be provided during office hours. Power shut down required for the work will be given on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds.

The firm should deploy only qualified and experienced Engineers/Technician having requisite licenses to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm. The persons carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection.

F: Submission of Report

After completion of the audit, post audit review meeting shall be held with the Bank's engineers detailing about their observations. The audit report shall include the status of the entire electrical installation observed by the audit team during the safety audit. The report shall also include the recommendations of the audit team for improvement in the electrical installations.

Recommendations which are statutory in nature shall be accompanied by the relevant documentation for codes, rules/regulation circular for state/central/International guidelines as applicable. Any addition setup required to ensure electrical safety shall be recommended with technical details, its calculation, technical brochure, estimated cost and any other as required by Banks engineer.

Final report (coloured printed on bond paper and spiral bounded) in triplicate shall be submitted in duplicate (separate for both properties Main office building and Staff Colony, Trikuta Nagar).

Date:

Place: Seal & Signature of Agency

Jammu office building details:

Main office building: Basement+ 3 floor

Annex Building: Ground+ 2 floor

Electrical Distribution system off office building:

a. Voltage Level at main incoming	11 kV
b. Average power factor maintained	0.95
c. Sanctioned load	476 kW
d. Transformer – 500 kVA x 2 nos.	
e. No. and rating of Capacitor Banks in kVAr installed: - i) 150 kVAr 2 sets	
f. Centralized AC Plant 210 TR x 2 Nos g. Hot water generator 150 kW 2 Nos	
h. Lifts – Passenger 02 nos (10 persons) Passenger 01 no. (8 persons) i. Bullion lift – 2000 kg (1 nos)	
j. Drinking water Pumps – Various ratings	
k. UPS units -2 x 80 kVA (parallel redundant) – 1 sets	
l. DG Set - 1 nos. x 400 kVA 1 nos. x 250 kVA	
m. Solar Plant 2 nos. x 20kwp 1 no x 17Kwp 1 no x 15 Kwp	

Jammu Staff Colony, Trikuta Nagar details:

Total 64 flats (4 blocks)

Electrical Distribution system off office building:

a. Voltage Level at main incoming	420 V
b. Average power factor maintained	NA
c. Drinking water Pumps – Various ratings	
d. DG Set - 1 nos x 40 kVA	
e. Pump Room	
f. Meter Room	
g. 10% of total nos of flat for internal wiring/ infrastructure	
h. Solar Power Plant- 1no. x 5Kwp	

Checklist of documents to be submitted against eligibility

Eligibility Criteria	Details of supporting document
Qualified degree holder and experienced Electrical Safety Auditor	
Two electrical safety audits in Banks, Financial institutions, major hotels or multi-storeyed office buildings or any other electrical installations with a minimum connected load of 500 KW (for single premises/building)	

Date:

Place: Seal & Signature of Agency

Reserve Bank of India
Estate Department
Jammu

Part-II / Price Bid

Tender for Conducting Electrical Safety Audit of Bank's Office Building and Staff Colony, Trikuta Nagar under RBI Jammu

Name of the firm:

Address:

Email:

Telephone:

Name of contact person for the work:

Mobile Number:

Email:

Due date and time of submission of tender: 27-08-2026 upto 1400 hrs.

Date of opening of Part I of tender : 27-08-2026 at 1500 hrs

Reserve Bank of India
Estate Department
Jammu

Bill of Quantity

Name of Work: Tender for Conducting Electrical Safety Audit of Bank's Office Building and Staff Colony, Trikuta Nagar under RBI Jammu

Sr. No.	Description	Qty	Rate excluding tax (₹)	Tax as applicable (₹)	Total Rate = (4)+(5) (₹)
(1)	(2)	(3)	(4)	(5)	(6)
1	Rate for conducting Electrical Safety Audit at MOB and Staff Colony, Trikuta Nagar and Submitting Electrical Safety Audit Reports (03 hard copies for each premise) as per the scope specified in the tender.	L.S.			

Total Amount in words
(Rupees) :…………………………………………………………………………………

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Date:

Seal and Signature of the Agency

Place: