KARNATAKA GRAMEENA BANK

INVITATION TO LIMITED TENDER

ONLY FOR EMPANELLED VENDORS

OF

KARNATAKA GRAMEENA BANK

TENDER FROM ANY OTHER PERSON/BIDDER WILL BE SUMMARILY REJECTED

"ELECTRICAL FIRE SAFETY AUDIT OF ALL BRANCHES/OFFICES/ATMs"

This document contains

INVITATION, GENERAL INFORMATION, GENERAL RULES AND INSTRUCTIONS, SCOPE OF WORK, PROFORMA OF ELECTRICAL FIRE SAFETY AUDIT, PRICE BID

TENDER NO.: **G A / 0 3 / 2 6 - 2 7**

NAME OF THE VENDOR: ……..

……..

ADDRESS: ……

……..

(Name and address of Empanelled vendor to be filled by the vendor)

NOTICE OF INVITATION TO THE TENDER

To,

M/s .....

.....

.....

MOB: .....
(Name and address of Empanelled vendor to be filled by the vendor)

Sealed tenders are invited from empanelled Vendors of the bank for **"ELECTRICAL FIRE SAFETY AUDIT OF ALL BRANCHES/OFFICES/ATMs"**

BID TYPE: TWO ENVOLOPE

Earnest Money Deposit	:	**NIL**
Period of completion	:	**90 working days from the date of issue of Work order**
Last date, time and place for Submission of tender	:	**On or before 26.05.2026 to The General Manager , GA Wing, Karnataka Grameena Bank, Head Office, #32, Sanganakal Road, Gandhi Nagar, BALLARI - 583 103.**
Date of opening of tender	:	**27.05.2026**

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Sd-
GENERAL MANAGER,
GA WING, KGB, HO,
BALLARI

Date: 12.05.2026

1. GENERAL INFORMATION

YOU ARE REQUESTED TO FULLY UNDERSTAND THE CONTENTS OF TENDER BEFORE SUBMITTING BIDS.

NAME OF THE WORK	CONDUCT ELECTRICAL FIRE SAFETY AUDIT OF ALL BRANCHES/OFFICES/ATMs OF OUR BANK
TIME FOR COMPLETION	**90 working Pdays from the date of issue of Work order**
DATE OF ISSUE OF TENDER	**12.05.2026**
LAST DATE FOR SUBMISSION	**26.05.2026, BEFORE 05.00 PM, IN A SEALED COVER**
Tender Document Fee	**NIL**
EMD	**NIL**
WHOM TO SUBMIT	**The General Manager , GA Wing, Karnataka Grameena Bank, Head Office, #32, Sanganakal Road, Gandhi Nagar, BALLARI - 583 103**
TIME & PLACE OF OPENING	**27.05.2026, At the above address**

Note: Karnataka Grameena Bank will not take any responsibility for any delay due to any reason in submitting the tender documents at the specified place. Any submissions after last date will be rejected.

Bids should be submitted within the due date to the below mentioned address and over script writing on the sealed cover should contain the following:

"Tender for ELECTRICAL FIRE SAFETY AUDIT OF ALL BRANCHES/OFFICES/ATMs"

And has to be submitted to the following address:

**"The General Manager ,
GA Wing, Karnataka Grameena Bank, Head Office,
#32, Sanganakal Road, Gandhi Nagar, BALLARI - 583 103"**

This tender document contains following parts:

1. General information (this page)
2. General Rules & Instructions
3. Scope of Work
4. Proforma of Electrical Fire Safety Audit

DATE:
PLACE:

2. GENERAL RULES & INSTRUCTIONS

1) It has been proposed to call for closed quotations from empanelled electrical auditors to conduct electrical fire safety audit of all Branches/Offices/ATMs of our Bank.

2) The engineer carrying out the Electrical Audit must be a **BEE (Bureau of Energy Efficiency) certified energy auditor.** The vendor/Firm must be empanelled in our bank as on the date of tender.

3) Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.

4) **Each page of the application shall be signed and sealed**. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.

5) The work involves visiting the branches/offices/ATMs situated at various locations of Karnataka to carry out Electrical Audit as per the Audit Performa given in the Tender Format.

6) The rates quoted shall be binding for thirty six months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.

7) Interested Electrical Auditors may download the tender from Bank's website https://karnatakagb.bank.in/tenders

8) Submission of tenders in any other format will not be entertained & will be summarily rejected.

9) EARNEST MONEY DEPOSIT : NIL

10) SECURITY DEPOSIT: A sum of 8% (Eight percent) of the contract amount to be submitted to Bank in the form of DD/RTGS/Bank Guarantee before issue of work order. The same will be returned to the vendor after completion of audit work successfully and submit the reports. No interest will be paid for the security deposit held with the Bank. If the vendor fails to complete the audit work within stipulated time period, the Bank has the liberty to forfeit the Security Deposit amount.

11) Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.

12) **ORDER CANCELLATION**: - If the individual/agency fails to complete the audit work within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. **The Bank reserves the right to cancel the order in the event of delay in completion of audit work and**

forfeit the Security Deposit held with the bank. The Bank may also impose the penalty of 0.5% of the contract value per week subject to maximum of 10% of the contract value, for the delayed period, if the time schedule is not adhered to.

13) The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
14) Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (07) days from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.
15) Earnest Money Deposit: NIL.
16) **VALIDITY OF OFFER**: - The offer should be valid until the completion of contract.
17) **PAYMENT TERMS**: Payment will be effected after successful completion of audit work of all Branches/Offices/ATMs as per work order and submit the audit reports to respective Branches/Offices/RO/HO. **No advance payment will be made to the Vendor/s**. Statutory deductions like Income Tax TDS, GST TDS and Work Contract Tax etc., at the prevailing rates will be deducted at source as per the directions of the statutory bodies, during the payment of Bills.
18) **LOCATIONS TO BE COVERED**: - The services will be required to be provided for all our 1750 Branches, 29 Regional Offices, 2 Currency Chests, 3 Head Office premises, PMO located at various locations of Karnataka and one DRC located at Mumbai. However, the individual/agency would be bound to conduct electrical fire safety audit in any place not covered in this list where the Head Office, Ballari has establish a Bank branch / Office/ own building during the validity of the contract.
19) **SETTLEMENT OF DISPUTE: -** All disputes and differences of any kind whatsoever arise of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Ballari and only court in Ballari shall have jurisdiction to determine the same.

20) **SPLITTING OF ORDER: -** The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios (Allocation of branches to L1 & L2 is at Banks discretion only), provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1. The final decision for splitting of works will be on Banks discretion only and Bank may even proceed with L1 vendor only.

21) **Concept of tender : The tender is based on "Two Envelope Concept"**
First Envelope -1- tender document (Page no - 1 to 22)
Second Envelope -2- Price bid (Page no - 23)
Third Envelope -3- Bigger Envelope carrying Envelope 1 & Envelope 2

Tenders on prescribed form should be placed in two envelops one sealed envelope consisting of "Tender document" duly super scribed as "Tender document" and other sealed envelope consisting "Price Bid" duly super scribed as "Price Bid" and both envelopes shall be kept in one bigger sealed single envelope, super scribed as "Application/Offer for Electrical Fire Safety Audit of Branches/offices/ATMs" with the Name & Address of Tenderer and Contact Number.

The envelope containing both the bids must be addressed to**:**

The General Manager,
Karnataka Grameena Bank,
General Administration Wing
Head Office, Sanganakal Road
Gandhinagar, Ballari- 583103

22) The application which is received after due date & time is liable for rejection. **Applications containing false information or incomplete in any respect are also liable for rejection.**

23) The vendor shall put his full signature on all the pages of TENDER DOCUMENT with the Company/Firm's seal.

24) Bank reserves the right to award work and/ or cancel work for any party as per its requirement or in case of any exceptional situation.

25) Detailed list of Branches/ Offices/ Own buildings where electrical audit has to be conducted will be provided from Head Office after the finalization of bidder.

26) The Electrical fire safety auditor or firm must arrange for the conveyance, lodging expenses men and material required for conducting the safety audit at their cost. The bids submitted should be inclusive of all costs applicable for that reason.

27) Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
28) Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the firm.

29) Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's. The equipment supplied to personnel should meet the related IS

Standards/International standards as per the prevailing Rules of Central/State Govt.

30) **Four (4) copies** of audit report have to be prepared. **First (1st)** copy has to be submitted to the **Branch**, **second (2nd)** copy has to be submitted to the **RO**, **third (3rd)** copy to **Head Office** and **fourth (4th)** copy has to be retained by the **electric auditor**. **Soft copy in the form of excel sheet of the data captured has to be submitted to the Head Office (psitw.premises@kgbk.in) unless which the payment will not be made**. The copies of the report to be duly signed by the licensed, BEE certified Electric Auditor/ Engineer on behalf of the firm.

31) Also, the firm has to provide a **detailed estimate and BOQ** for the works to be undertaken in Branches/Offices/ATMs based on the observations made during their inspection and to be included in the audit report.

32) Each and every item of the audit report should by correctly filled & no vague working would be accepted.
33) Sub-contracting of the works is not allowed.
34) Tenderer should not modify contents of this tender document under any circumstances.
35) Conditional tenders are liable for rejection.
36) Tenderer should not modify contents of this tender document under any circumstances.
37) The tender for the works shall remain open for acceptance for a period of 60 days.
38)Amount written in Grand total will be considered as the "BID PRICE" which should include the discounted competitive bid price within itself & only that amount will be considered for the calculation of L1 amount and no separate discounting should be offered after writing the Grand total.
39)Bidder should ensure the correctness of the calculation of Grand total and the quote finalized should be double checked before the bid submission for any calculation/summation/arithmetic errors and bank is not bound to consider any requests for corrections from the vendor after finalization of the bid.
40) Bank reserve the rights to negotiate the rates where it deems necessary.

3. SCOPE OF WORK

THE ELECTRIC SAFTEY AUDIT SHALL BE CARRIED OUT SPECIFICALLYOVER THE FOLLOWING ASPECTS.

i. Physical inspection of the office / branch premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.)
ii. Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
iii. Review of adequacy of cables, motors, etc. based on actual load

current measurements and cable current carrying capacities.

iv. To evaluate the earthing system (installation and maintenance) based on IS 3043 (or latest available IS standards) including availability, upkeep and testing of earth pits and to suggest recommendations.
v. Display of danger signboard.
vi. Provision of identification tag of cables, cable glands, sealing of cable entryand unused holes
vii. Upkeep and housekeeping of electrical installations.
viii. Provision of indicating lamps on the control panels.
ix. Use of 3-pin plug and socket.
x. Fire protection of electrical installations
xi. Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
xii. Adequacy of rating of electrical equipment and installation
xiii. Adequacy of isolation of current carrying parts
xiv. Lightening protection
xv. Weather protection of outdoor electrical equipment and fittings
xvi. Cables – dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding.
xvii. DG Set – emergency switch, oil leakage, stack and noise monitoring
xviii. UPS and battery room
xix. Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
    a) Insulation resistance tests
    b) Earth resistance tests.

1. ACTUAL TESTS/ANALYSIS TO BE PERFORMED DURING THE AUDIT:

a) Infrared Thermography: HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring,etc.
b) Earth pit Resistance tests.
c) Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.

2. AUDIT METHODOLOGY:

a) Development of audit checklist based on the preliminary informationprovided by Bank.
b) Carry out inspection of electrical installations in the office premises
c) Discussions with key personnel to verify existence of the systems/procedures.
d) Review of key documents and records.
e) Submission of the electrical audit report.

3. AUDIT CRITERIA:

a) Applicable safety-related statutes including the Electricity Act and IndianElectrical Rules
b) National Building Code (Electrical Installations)
c) National Electrical Code
d) Other relevant Indian standards & codes of practice.

4. DELIVERABLES:

The audit team will prepare and submit the electrical audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.

5. SCOPE:

Scope of work includes Comprehensive Electrical Audit on the following measures:

a) Visiting each and every branch/ office/ ATM and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).
b) Electrical Audit.
c) Suggestion and corrective measures necessary towards electrical fire and safety measures, up-gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
d) **Detailed estimate and BOQ** for the works to be undertaken in branches/offices/own buildings based on the suggestion and corrective measures. Also, further suggestions, modifications if any need to be provided as per Banks requirement.

e) Submission of Comprehensive Report as per Annexure enclosed, observed/verified during Branch/office/Building inspection. Quadruplicate report to be prepared. **First (1st)** copy has to be submitted to the **Branch**, **second (2nd)** copy has to be submitted to the respective **RO**, **third (3rd)** copy to **Head Office** and **fourth (4th)** copy has to be retained by the **electric auditor**. **Softcopy** in the form of excel sheet of the data captured has to be submitted to the **Head Office** unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.

f) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.

g) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency has to submit PERTCHART incorporating all activities required for the completion of the work in time to Head office.

4. PROFORMA OF ELECTRICAL FIRE SAFTEY AUDIT

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor report must consist of non-scaled sketch of layout of the branch showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the branches/offices/own buildings /ATM, including marking any discrepancy, if any.

6. Detailed estimate and BOQ for the works to be undertaken based on the suggestion and corrective measures.
7. Branch/office Overview.

Sr. No	Description	Particulars
1.	Name of Branch/Office	
2.	SOL ID	
3.	Address	
4.	Phone number	
5.	Email ID	
6.	Contact Person	
7.	Mobile No	
8.	Area of Premises	

8. Branch Inventory details:

Sr. No.	Description	Quantity	Wattage	Nos. installed Floor wise			Electrical Power Load
				FLOOR NO:	FLOOR NO:	ATM	
1	**ELECTRICAL FIXTURES**						
a	2 X 2 LED LIGHT						
b	LED ROUND LIGHT						
c	LED DOWN LIGHT						
d	LED TUBELIGHTS						
e	CFL LAMPS						
f	TUBE LIGHTS						
g	CEILING FANS						
h	PEDASTAL/WALL FANS						
i	EXHAUST FANS						
j	WATER DISPENSER						
k	AIR COOLER						
2	**UPS**						

a	1.0/2.0/3.0 kVA * 0.8 = ……						
b	5.0/6.0/7.5 kVA * 0.8 = ……						
c	10/20/30 kVA * 0.8 = ……..						
3	**RAW POWER**						
a	NOTE COUNTING MACHINE NOT ON UPS						
b	PHOTOCOPIER MACHINE NOT ON UPS						
c	GOLD WEIGHING MACHINE						
d	GLOW SIGN BOARD						
e	POWER SOCKET						
f	MOTOR 1.5 HP						
4	**AIR CONDITIONERS**						
a	WINDOW AC						
	1.0 TR						
b	SPLIT AC						
	1.0 TR						
	1.5 TR						
	2.0 TR						
5	**ANY OTHER**						

*** The list of items provided is for general understanding and is not complete. Auditor to preparedetailed list based on the inventory available in each branch/office/ATM/Bank Owned Building.**

9. Electrical Load Analysis:

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Total Connected Load		
2	Is Sanctioned load less than Connected load		
3	Additional load required (if any)		
4	Has branch paid any penalties for excessive load		
5	Electrical Load Utilization		
6	Electrical Load on UPS		
7	DG Set installed		
8	DG SET capacity		
9	DG set capacity appropriate for connected load (capacity more or less)		

10. Electrical Distribution System:

S NO.	PARTICULARS		REMARKS	RECTIFICATION RECOMMENDED
1	Whether load is balanced in all phases to avoid unbalancing of phases			
2	Type of Wiring (open/conduit)			
3	Whether the sizes of cables/wires are of adequate rating and gauge (Including false ceiling) (Yes/No) (If No then give suggestion)			
	a.	Incoming		
	b.	UPS		
	c.	PDB		
	d.	AC		
	e.	LDB		
	f.	Electrical Gadgets		
4	Whether cables are properly terminated			

5	Any Clubbing of installations in one point. (Yes/No) (If yes give location andsuggestion)		
6	Condition of Electrical cabling carried outin the premises (Good/medium/Poor) (if poor give suggestion)		
7	Whether electrical equipments are operating at specified voltage/ current(within tolerance range)		
8	MCCB/MCB/Master switch is installed inprominent place and is in working condition (Yes/No)(If No then give suggestion)		
9	Any ELCB are installed in branches (Yes/No) (If No then give suggestion)		
10	Whether existing MCCB/MCB/ELCB provided are of adequate rating (Yes/No) (If No then give suggestion for proper rating MCB/Master switch)		
11	Whether MCCB/MCB/ELCB provided Distribution boards are functioning properly		
12	Rating of Fuses/Junction Box are as per standards		
13	Whether single isolating switch is available for the premises and separate switch for the UPS provided at the branch for switching off the non essential loads at premises during the night.		
14	Whether UPS output is provided for CCTV,Fire/ Security alarm system and emergency loads.		
15	Whether ATM/Network room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly		
16	Any hanging/unprotected loose electrical live wires inside the branch premises		
17	Whether power supply to Locker, strong rooms are disconnected by the removal of three corewire and plug arrangement		

18	Earth Pits identified			
19	No. of earth pits available			
20	Condition of earthing with meggered values andwhether meggered resistance values are within the standards			
21	Is there Earthing connection for raw power,UPS and generators and Status of earthingsare in good condition/ adequate rating. (Yes/No) (If No then give suggestion)			
22	Earth Connection to equipments: Proper/Notproper			
23	Whether all plug points are provided withproper earth lead			
24	General condition of Main switch, Electric meter board and change over switch			
25	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided			
26	Whether paper ,old material or any other scrap kept near DB/panels/UPS/Batteries etc			
27	Electric switch's, devices and equipments-			
	Sr. No:	**Particulars**	**Proper/Not Proper**	
	1	Old, Outdated switch boards and wiring		
	2	Loose connections		
	3	Improper fuses/Fuses of incorrect rating		
	4	Necked wire inserted into the plug		
	11	Earth L.T Main (N)- (Yes/No)- (Working/ Not Working)(0-4 volts isOK)		
	12	UPS Earth- (Yes/No)- (Working/ Not Working) (0-4 volts is OK)		
	14	Provision of fire alarm system-(Yes/No)- (Working/Not Working)		
	15	Provision of fire Extinguisher- (Yes/No)- (Mention expire date)		

	16	CCTV camera is working?		
	17	Kinds of D.B's - (MCB type/ Fuse type)		
	a			
	b			
	c			
	d			
	e			
	f			
28	Total no. of UPS in the branch with capacity			
29	Whether UPS battery Connections are proper (Yes/No) (If NO give suggestion)			
31	Status of UPS panel wiring. (Good/medium/poor)			
32	Whether the Air Conditioners installed at Branch/office/ATM is as per BEE ratings			
33	Condition of wiring/pipes of Air conditioners			
34	Whether power supply for each AC unit is appropriate and proper connection with main power source (Yes/No) (If no then give suggestion)			
35	Whether UPS and ACs are in under AMC (Yes/No) (If No then give suggestion)			
36	Whether all plug points are provided with proper earth lead			
37	Whether water seepage is observed near any of the Electrical equipment and wirings			
38	Whether Neutral to earth voltage is within permissible limits			
39	Whether the last person leaving thebranch/office is ensuring that the mains are switched off			

11. Meter Details:-

Service Provider	Type (3 phase / single phase)	Meter no.	Consumption(units) per month	Average billper month

12. Air Conditioner Details:-

SR. NO.	TYPE OF AC UNIT	LOCATION	MAKE & MODEL	YEAR	TONNAGE
TOTAL TONNAGE OF AC INSTALLED					

13. DG Set Details:

Make	Capacity in kVA	1 phase/ 3 phase	Connected load	Remarks

14. Incoming Main Technical score chart- (Separate for each electricalmeter):-

Sr. No	Description	Volt DG	Volt LT	Current DG	Current LT	Power / Power D.G. / L.T.
1	R- Phase to N					
2	Y- Phase to N					
3	B- Phase to N					
4	N to Earth					
5	Frequency					

15. Earthing Details:-

Parameters	Area 1	Area 2	Area 3	Area 4

16. UPS Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	**L-N**			
	L-E			
	N-E			
Voltage at output of UPS	**L-N**			
	L-E			
	N-E			
Load on UPS (kVA)	**o/p of UPS**			
Frequency	**o/p of UPS**			

Inverter Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of Inverter	**L-N**			
	L-E			
	N-E			
Voltage at output of Inverter	**L-N**			
	L-E			
	N-E			
Load on Inverter (kVA)	**o/p of UPS**			
Frequency	**o/p of UPS**			

Risk Rating format of Branch/ Office on basis of electricity

Sr. No:	Any Penalty paidby branch in lastsix month (Yes/No)	Any overload in branch/ Office (Yes/No)	Inadequate rating of MCB/ Master switch (Yes/ No)	Any fire riskin UPS and battery room (Yes/No)	Poor wiringin branch (Yes/ No)

1. **Observations:**

2. **Immediate rectification work required to be done to avoid un safecondition:**

- Please attach photos of defective installation/items

Red	:	If it is high Risk.
Yellow	:	If it is Medium Risk.
Blue	:	If it is Low Risk.

The above observations are true and actually recorded by me.

Place:

Date Signature & Stamp of Auditor

Stamp & Signature of Branch Manager

SITE VISIT REPORT

This is to certify that Mr./Mrs./Ms.---------- from M/s ---------- has conducted Electrical Fire Safety Audit.

Audit/inspection in our Branch/office is done on----------

Branch name:
SOL ID:

Branch Seal & Signature:

Name of the visiting Personnel:

Contact No:

Date:

Signature & Stamp of Auditor

Photographs of Main Electric panels, UPS room Condition of Electric wiring etc.

Observation/Recommendations

Combined Report format of Each Region

Sr. No:	Branch/Office	Branch SOL ID	Sanctioned Electrical Load	Connected Electrical Load	Unsafe condition (if any)	Observation/ Recommendations	Risk (High/Medium/Low)

PRICE BID

To
The General Manager,
Karnataka Grameena Bank,
Head Office, Ballari-583103
Sir,

Sub: Appointment of Electrical Fire safety Auditor for carrying out Electrical Audit for Bank Branches/Offices/ATMs.

1. I / We have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No:	**Premises Details**	**Approximate No:***	**Unit Rate Amount** (Rs. **Excluding GST**)	**Total Amount** (Rs **Excluding GST**)
1	Head Office/ Regional Office/other offices and Branch including ATM	1800	**Rs.....**	**Rs.....**
			GRAND TOTAL	**Rs.....**

***** Number of branches/offices/ATM/Own building may vary.

2. The rates quoted for carrying out Electrical Audit of Branch/Offices/ATMs must be inclusive of all the charges, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever but **excluding GST**.
3. Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for thirty six months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
5. We will not claim any additional charges from Karnataka Grameena Bank or any of its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date: **Name:**
Place: **Signature of the Vendor with seal:**