



भारतीय रिज़र्व बैंक  
संपदा विभाग, कानपुर

### निविदा आमंत्रित करने की सूचना

भारतीय रिज़र्व बैंक, कानपुर द्वारा "कानपुर स्थित बैंक के कार्यालय भवन और उसकी आवासीय कॉलोनियों का विद्युत सुरक्षा ऑडिट करना" के लिए दो भागों में निविदा (भाग-I और भाग-II) आमंत्रित की गई है। ई-निविदा की अनुसूची निम्नानुसार है:

|    |  |  |
|----|--|--|
| क. | कार्य की अनुमानित लागत                               | <b>₹2,07,000/-</b><br>(जीएसटी सहित)  |
| ख. | निविदा का तरीका                                      | ऑफ़लाइन मोड। (भौतिक निविदा)  |
| ग. | वह तिथि जिससे निविदा दस्तावेज पक्षों को उपलब्ध होंगे | <b>24 अप्रैल 2026 से</b> , निविदा दस्तावेज 'निविदा' शीर्षक के तहत आरबीआई की वेबसाइट <a href="https://www.rbi.org.in">https://www.rbi.org.in</a> से डाउनलोड किया जा सकता है।<br>सभी शुद्धिपत्र/परिशिष्ट और आगामी संचार/सूचना, यदि कोई हो, केवल भारतीय रिज़र्व बैंक की वेबसाइट पर अपलोड किए जाएंगे।  |
| घ. | बयाना जमा राशि (ईएमडी)                               | <b>₹4,140/-</b> प्रत्येक बोलीदाता से निविदा जमा करने की अंतिम तिथि से पहले एनईएफटी के माध्यम से बैंक के खाता संख्या 186003001, आईएफएससी RBIS0KNPA01 (कृपया 0 को शून्य पढ़ें) में जमा किया जाना है और इसके प्रेषण का प्रमाण <a href="mailto:estatekanpur@rbi.org.in">estatekanpur@rbi.org.in</a> पर भेजा जाएगा।<br><br>नोट: उद्यम पंजीकरण संख्या (उद्योग आधार ज्ञापन संख्या) वाले सूक्ष्म और लघु उद्यमों (एमएसई) को ईएमडी के भुगतान से छूट दी गई है। हालांकि, उद्यम पंजीकरण प्रमाण पत्र की एक प्रति निविदा के भाग I के साथ प्रस्तुत की जाएगी।<br><br>कृपया ध्यान दें कि ईएमडी पर कोई ब्याज नहीं दिया जाएगा और सफल बोलीदाता को कार्य आदेश देने के बाद इसे असफल बोलीदाताओं को वापस कर दिया जाएगा। |

|    |   |  |
|----|---|--|
| ड. | प्री-बिड मीटिंग की तिथि और समय  | <b>05 मई 2026 को पूर्वाह्न 11:00 बजे</b><br><b>स्थान: संपदा विभाग, भारतीय रिजर्व बैंक, कानपुर</b>  |
| च. | बोली-पूर्व बैठक के परिणाम को आरबीआई की वेबसाइट पर परिशिष्ट, शुद्धिपत्र आदि के रूप में अपलोड करने की तिथि और समय | <b>05 मई 2026</b>  |
| छ. | ईएमडी जमा करने की अंतिम तिथि और समय   | <b>15 मई 2026 को दोपहर 03.00 बजे तक</b>  |
| ज. | तकनीकी वाणिज्यिक बोली जमा करने की आरंभिक तिथि   | <b>05 मई 2026</b>  |
| झ. | तकनीकी वाणिज्यिक बोली (भाग I) और मूल्य बोली (भाग II) जमा करने की अंतिम तिथि                                     | <b>15 मई 2026 को दोपहर 03:00 बजे तक</b><br>तकनीकी वाणिज्यिक बोली (भाग I) को प्रेषित ईएमडी के प्रमाण और मूल्य बोली (भाग II) के साथ, दो अलग-अलग सीलबंद लिफाफे में रखा जाएगा और दोनों लिफाफे एक ही लिफाफे में रखे जाएंगे जिसमें लिफाफे पर कार्य का नाम और निविदाकर्ता का नाम अंकित होगा।<br>उपर्युक्त लिफाफे को भारतीय रिजर्व बैंक, कानपुर के संपदा विभाग की पहली मंज़िल पर रखे गए 'कोटेशन बॉक्स' में डालकर अथवा 'कूरियर/पोस्ट' के ज़रिए जमा किया जा सकता है। 'कूरियर/पोस्ट', जमा करने की निर्धारित तिथि व समय पर अथवा उससे पहले बैंक में पहुँच जाना चाहिए। |
| ञ. | भाग-1 (तकनीकी-वाणिज्यिक बोली) के खुलने की तिथि और समय   | <b>15 मई 2026 को अपराह्न 03.30 बजे</b>   |
| ण. | भाग- II - मूल्य बोलियाँ खोलने की तिथि और समय  | पात्र बोलीदाताओं की निविदा का भाग II (मूल्य-बोली), बाद की तारीख में खोला जाएगा, जिसे पात्र बोलीदाताओं को यथासमय सूचित किया जाएगा।  |
| त. | उत्पन्न होने वाले सभी विवाद क्षेत्राधिकार के अधीन होंगे   | कानपुर, उत्तर प्रदेश   |



भारतीय रिज़र्व बैंक  
संपदा विभाग, कानपुर

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| थ.  | बोलियां भेजने के लिए पूर्ण पता   | क्षेत्रीय निदेशक,<br>सम्पदा विभाग, भारतीय रिज़र्व बैंक, एमजी रोड, द मॉल,<br>कानपुर - 208001   |
| द.  | इस निविदा के संबंध में संपर्क हेतु संपर्क व्यक्तियों के नाम  | नाम और पदनाम:<br>a.) श्रीमती मानसी जैन, सहायक प्रबंधक<br>(तक-विद्युत)<br>मोबाइल: 7665538104<br>b.) श्री सागर सिंह जादौन, सहायक प्रबंधक<br>मोबाइल: 9720994525<br>ईमेल आईडी: <a href="mailto:estatekanpur@rbi.org.in">estatekanpur@rbi.org.in</a> |
| 1.2 | क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, कानपुर बिना कोई कारण बताए किसी भी या सभी बोलियों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखते हैं और उनके पास किसी भी नियम और शर्तों में छूट देने का अधिकार भी सुरक्षित है। किसी भी बोलीदाता के पास अपनी बोली की अस्वीकृति के लिए भारतीय रिज़र्व बैंक के विरुद्ध कार्रवाई या दावा करने का कोई कारण/अधिकार नहीं होगा। |   |
| 1.3 | इस निविदा के जवाब में प्रस्तुत की गई सभी जानकारी भारतीय रिज़र्व बैंक की संपत्ति होगी और यह अपनी इच्छा पर इसकी अवधारणा का उपयोग करने के लिए स्वतंत्र है।  |   |

आवेदन करने के इच्छुक आवेदकों को अपनी आवश्यक पात्रता के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा और ऐसा करने में उनकी विफलता की स्थिति में, बैंक उनकी बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है। **ईएमडी राशि के बिना निविदाएं, किसी भी परिस्थिति में स्वीकार नहीं की जाएंगी।**

बैंक, सबसे कम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा को पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक, बिना कोई कारण बताए, सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

निविदा में कोई भी परिवर्तन/शुद्धिपत्र, अगर भविष्य में जारी किया जाता है, तो उसकी सूचना केवल आरबीआई वेबसाइट पर दी जाएगी और उसे समाचार पत्र में प्रकाशित नहीं किया जाएगा।

क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक  
कानपुर



**Reserve Bank of India  
Estate Department  
Kanpur**

**Quotation for  
Conducting Electrical Safety Audit of Bank's Office Building  
And its residential colonies at Kanpur**

**PART I**

Name of the Quotationer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Due Date of Submission** : May 15, 2026 till 15:00 Hrs  
**Date of opening of Part I of Quotation** : May 15, 2026 at 15:30 Hrs  
**Venue** : Estate Department

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**Section I**  
**Form of Quotation**

Place \_\_\_\_\_

Date \_\_\_\_\_

To,

The Regional Director  
Estate Department,  
Reserve Bank of India  
Kanpur

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 Quotation. 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 Quotationers and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such equipments 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 its residential colonies at Kanpur   |
| (b) | Estimated cost       | Rs. 2,07,000/- (inclusive of 18% GST)   |
| (c) | Terms of payment     | As per clause 14 of Commercial Conditions (section III)   |
| (d) | Earnest Money        | Rs. 4140/- from each bidder to be deposited to Bank's account no. <b>186003001 IFSC RBIS0KNPA01, (Please read 0 as zero)</b> through NEFT before last date of submission of Quotation and its proof of remittance shall be sent to <a href="mailto:estatekanpur@rbi.org.in">estatekanpur@rbi.org.in</a><br>Please mention UTR transection details while applying in the given format.<br>Note: Kindly mention your name/ company name in the NEFT Transaction remarks<br>No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, Kanpur.<br>MSEs are exempted from submission of EMD subject to submission of MSE Registration certificate. |

|     |                                      |  |
|-----|--------------------------------------|--|
| (e) | Time allowed for completion of work. | 30 days from 14 <sup>th</sup> day of issue of work order |
|-----|--------------------------------------|--|

2. We also agree that our Quotation will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I of the Quotation 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 fulfill all the Terms and Conditions of the Quotation 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 Quotation together with the written acceptance of the Contract.
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 therefor. We have deposited a sum of 4140/- 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.
5. **The Quotation is submitted in two parts in separate each sealed envelope as under:**
  - Part I shall have EMD and 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 \_\_\_\_\_ 2026

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

करार ( सफल निविदाकार से )

#### **ARTICLES OF AGREEMENT (for successful bidder)**

(On Rs 100/- stamp paper)

यह समझौता अनुबंध भारतीय रिजर्व बैंक, कानपुर )जिसके बाद बैंक कहा जाएगा ( और \_\_\_\_\_ के मध्य दिनांक \_\_\_\_\_ को ) इसके बाद "ठेकेदार "कहा जाएगा( निष्पादित किया गया।

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank of India, Kanpur (hereafter called "The Bank") of the one part and \_\_\_\_\_ (thereinafter called "the Contractor") of the other part.

जहां \_\_\_\_\_ बैंक \_\_\_\_\_ वांछित \_\_\_\_\_ है,  
( \_\_\_\_\_ ) और  
किए गए कार्य का विशिष्ट वर्णन करें।

WHEREAS The Bank is desirous of  
( \_\_\_\_\_ ) and has caused specifications describing the works to be done.

और उक्त विशिष्टताओं के अनुसार, मात्रा और रेखाचित्रों की अनुसूची पर या पार्टियों की ओर से हस्ताक्षर किए गए हैं।

AND WHEREAS the said specifications, the Schedule of Quantities and drawings have been signed by or on behalf of the parties hereto.

और ठेकेदार ने इसके आगे उल्लिखित शर्तों तथा परिणाम की अनुसूची तथा ठेके की शर्तें (जिन्हे) इसके आगे सामग्री रूप से "उक्त शर्तें" कहा गया है) के अधीन उक्त आरेखनों में दर्शाये गए और/या उक्त विनिर्देशों में वर्णित तथा परिणाम की अनुसूची में सम्मिलित निर्माण कार्य को उनमें निर्दिष्ट दरों के अनुसार हिसाब लगाई गयी कुल राशि पर या ऐसी अन्य राशि पर , जो उनके अधीन देय हो ( जिसे इसके आगे "उक्त ठेके की राशि" कहा गया है) निष्पादित करना स्वीकार किया है।

AND WHEREAS the Auditor has agreed to execute upon the subject to the Conditions set forth herein and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (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 specification 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 thereunder (**hereinafter referred to as 'the said Contract Amount'**).

अब इस बात पर निम्न तरह से सहमति है:

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

|   |   |
|---|---|
| 1 | <p>उक्त शर्तों में निर्दिष्ट अवधियों में और प्रणाली से देय ठेके की राशि के बदले ठेकेदार उक्त शर्तों पर तथा उनके अधीन और उक्त आरेखों में दर्शित तथा उक्त विनिर्देशों एवं परिमाणों की अनुसूची में उल्लिखित निर्माण कार्य निष्पादित करेगा और पूरा करेगा। In consideration of 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 Drawings and described in the said Specifications and the Schedule of Quantities.</p>   |
| 2 | <p>बैंक ठेकेदार को उक्त शर्तों में निर्दिष्ट अवधियों में तथा उनमें निर्दिष्ट प्रणाली से उक्त ठेके की राशि या ऐसी कोई अन्य राशि, जो देय हो जाए, अदा करेगा। The Bank 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.</p>  |
| 3 | <p>उक्त शर्तों को और उनके परिशिष्ट को इस करार के भाग के साथ पढ़ा जाएगा तथा इस करार से संबन्धित पक्ष उक्त शर्तों का क्रपशः पालन करेंगे, अपने-आपको उनके अधीन मानेंगे तथा उसमें उल्लिखित शर्तों के अधीन अपनी और से करार का निष्पादन करेंगे। The said Conditions and Appendix 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.</p>  |
| 4 | <p>इसमें उल्लिखित नक्शे, करार और प्रलेख इस संविदा के आधार माने जायेंगे। The plans, agreement and documents mentioned herein shall form the basis of this Contract.</p>  |
| 5 | <p>यह संविदा न तो निर्धारित एकमुश्त राशि की संविदा है और न ही फूटकर कार्य की संविदा, परंतु यह सम्पूर्ण</p> <p>" के संबंध में कार्य को पूरा करने की संविदा है जिसके लिए दरों की अनुसूची तथा संभाव्य परिमाणों में उल्लिखित दरों पर या उक्त शर्तों में निर्दिष्ट दरों पर वस्तुतः हिसाब लगायी गयी मात्राओं के अनुसार अदायगी की जाएगी। कार्य आदेश संख्या _____ इस समझौते का हिस्सा होगा।</p> <p>This Contract is neither a fixed/ Lump sum Contract nor a Piece work Contract but is a Contract to carry out the “_____ (Name of work) _____” to be paid for according to actual measured quantities at the rates contained in the Schedule of Rates and Probable quantities or as provided in the said Conditions. Work order No _____ shall form part of this agreement.</p> |
| 6 | <p>अनुबंध में दिये अनुसार ठेकेदार को सिविल संबंधी सभी कार्यों हेतु वाजिब सुविधा वहन करनी होगी एवं ऐसे कार्यों के पूरा होने के बाद दीवारों, फर्श आदि को हुये नुकसान को ठीक</p>   |

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|    | करना होगा। The Auditor shall afford every reasonable facility for the carrying out of all works relating to civil works and other ancillary works 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.   |
| 7  | बैंक इस अनुबंध में बिना किसी पूर्वाग्रह के किए जानेवाले कार्य में किसी भी मद को जोड़ने या हटाने एवं ड्रॉइंग और कार्य की प्रकृति को बदलने का अधिकार रखता है।<br>The Bank 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 without prejudice to this contract.   |
| 8  | समय को इस अनुबंध के महत्वपूर्ण कारक के रूप में माना जाएगा, और ठेकेदार साइट को सौंपने के तुरंत बाद या औपचारिक कार्य आदेश जारी होने के 14 दिनों के बाद जो भी बाद में हो दी गई शर्तों एवं समय विस्तार के प्रावधानों के अनुसार दी गई शर्तों के अनुसार कार्य पूर्ण करेगा एवं समय विस्तार के लिखित प्रावधानों के अधीन है।<br><b>Time</b> shall be considered as one of the important factor of this Contract, and the Auditor hereby agrees to commence the work soon after the site is handed over to him or from 14 <sup>th</sup> day after the day of issue of formal works order as provided for in the said Conditions, whichever is later, and to complete the entire work as provided in said condition , subject nevertheless to the provisions for extension of time in writing by such form(i.e by way of a deed of agreement or by exchange of letters/emails)as may be mutually decided by the parties.. |
| 9  | इस अनुबंध के तहत बैंक द्वारा सभी भुगतान केवल कानपुर में किए जाएंगे।<br>All payments by The Bank under this Contract will be made only at Kanpur.   |
| 10 | इस समझौते से जुड़े या किसी भी तरह से उत्पन्न होने वाले सभी विवादों को जयपुर में उत्पन्न माना जाएगा और इनका निपटान केवल जयपुर में न्यायालयों के ही अधिकार क्षेत्र में होगा।<br>All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Kanpur and only Courts in Kanpur shall have jurisdiction to determine the same.  |
| 11 | इस संविदा के विभिन्न अंशों को ठेकेदार ने पढ़ लिया है तथा उन्हें पूर्ण रूप से समझ लिया है।<br>That the several parts of this Contract have been read by the Auditor and fully understood by the Auditor.  |
| 12 | <b>गैर-प्रकटीकरण खंड</b> : ठेकेदार बैंक ,के बुनियादी ढांचे/प्रणालियों/उपकरणों आदि की प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी जानकारी, सामग्री और विवरण का किसी तीसरे पक्ष को खुलासा नहीं करेगा, जो इस समझौते के संबंध में अपने संविदात्मक दायित्वों के निर्वहन के दौरान ठेकेदार के कब्जे या ज्ञान के पास आ सकता है, और हर समय इस पर विश्वास रखेगा। ठेकेदार सिवाय इसके तहत दायित्वों को पूरा करने या लागू कानूनों का पालन करने के लिए आवश्यक सीमा के अलावा अनुबंध के विवरण को वैयक्त और गोपनीय मानेगा। ठेकेदार नियोक्ता की पिछली लिखित सहमति के बिना किसी भी व्यापार या तकनीकी पत्र या अन्य जगहों पर कार्यों के किसी भी विवरण का खुलासा, प्रकाशित होने की अनुमति   |

नहीं देगा। ठेकेदार किसी भी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप नियोक्ता को होने वाले किसी भी नुकसान के लिए नियोक्ता को क्षतिपूर्ति करेगा। उपर्युक्त का पालन करने में विफलता को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और नियोक्ता नुकसान का दावा करने और कानूनी उपचारों को आगे बढ़ाने का हकदार होगा। ठेकेदार अपने कर्मचारियों के मध्य सभी उचित कार्रवाई करेगा ताकि यह सुनिश्चित किया जा सके कि इस समझौते के तहत गोपनीय सूचनाओं का प्रकटीकरण न करने के दायित्व पूरी तरह से संतुष्ट हों। गैर-प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस समझौते की समाप्ति या इस समझौते के टर्मिनेशन के बाद भी बने रहेंगे।

**Non-Disclosure clause:** The Auditor 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 Auditor 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 Auditor 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 Auditor 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 Auditor 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 Auditor and the Employer shall be entitled to claim damages and pursue legal remedies. The Auditor 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 Auditor's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.

13

**यौन उत्पीड़न की रोकथाम संबंधी उपबंध Prevention of Sexual harassment clause/**

ठेकेदार/एजेंसी कार्य स्थल) रोकथाम, निषेध और निवारण (अधिनियम 2013 में महिलाओं के यौन उत्पीड़न के प्रावधान के पूर्ण अनुपालन के लिए पूरी तरह जिम्मेदार होगी। बैंक के परिसर के भीतर अपने कर्मचारी के खिलाफ यौन उत्पीड़न की किसी भी शिकायत के मामले में ठेकेदार/एजेंसी द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी और ठेकेदार/एजेंसी शिकायत के संबंध में उक्त अधिनियम के तहत उचित कार्रवाई सुनिश्चित करेगी। बैंक के किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी गंभीर कर्मचारी से यौन उत्पीड़न की किसी भी शिकायत का बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा संज्ञान लिया जाएगा। यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा साबित हो जाती है, तो ठेकेदार किसी भी मौद्रिक मुआवजे के लिए जिम्मेदार होगा, जिसे घटना में कर्मचारी शामिल होने की स्थिति में भुगतान करने की आवश्यकता हो

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|  | <p>सकती है। ठेकेदार अपने कर्मचारी को कार्यस्थल पर यौन उत्पीड़न की रोकथाम और संबंधित मुद्दे के बारे में शिक्षित करने के लिए जिम्मेदार होगा।</p> <p>The auditor/Agency shall be solely responsible for full compliance with the provision of “the sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013”. In case of any complaint of sexual harassment against its employee within the premises of Bank, complaint will be filed before the Internal complaint committee constituted by the Auditor/Agency and the Auditor/Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggravated employee of the auditor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the auditor is proved. The auditor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue.</p>  |
| 14.  | <p><b>अप्रत्याशित घटना:</b> यदि कोई भी पक्ष अपने नियंत्रण से परे किसी घटना के घटित होने के कारण इस समझौते के तहत अपने दायित्वों को निभाने में असमर्थ है (जैसे कि ईश्वर के कार्य, युद्ध जैसी स्थितियाँ, दंगे, श्रमिक हड़ताल, सरकारी कार्य, भूकंप, चक्रवात, आंधी, और अन्य प्राकृतिक आपदाएँ, आदि), उस पक्ष को इस अनुबंध के अंतर्गत चूककर्ता नहीं माना जाएगा। प्रत्येक पक्ष जारी रखने के लिए इस समझौते के तहत प्रदर्शन को सक्षम करने के लिए सभी उचित प्रयासों का उपयोग करने के लिए सहमत है। यदि अप्रत्याशित घटना के कारण गैर-प्रदर्शन की अवधि 30 दिनों से अधिक हो जाती है, तो जिस पार्टी की प्रदर्शन करने की क्षमता इतनी प्रभावित नहीं हुई है, वह लिखित नोटिस देकर इस समझौते को समाप्त कर सकती है।</p> <p><b>Force Majeure:</b> If either party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, war like situations, riots, labour strike, government actions, earthquakes, cyclones, typhoons, and other natural calamities, etc.), that party will not be deemed to have defaulted under this Agreement. Each party agrees to use all reasonable efforts to enable performance under this Agreement to continue. If the period of non-performance due to a force majeure event exceeds 30 days, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement</p> |
| यदि ठेकेदार एक भागीदारी या एक व्यक्ति है<br>If the auditor | <p>इसके साक्ष्य में बैंक तथा ठेकेदार ने इन दस्तावेजों तथा मूल प्रति पर इसके ऊपर उल्लेखित दिन और वर्ष में हस्ताक्षर किए हैं।</p> <p>IN WITNESS WHEREOF The Bank and the Auditor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.</p>   |

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| is a Partnership or an Individual                   |   |
| यदि ठेकेदार एक कंपनी है If the auditor is a Company | <p>इसके साक्ष्य में बैंक ने अपने विधिवत प्राधिकृत किये हैं और ठेकेदार ने इन पर तथा उक्त दोनों प्रतिलिपियों पर अपनी नियमित मोहर लगवाई है/इसके पहले उक्त दिनांक और वर्ष को अपनी ओर से इन दस्तावेजों तथा उक्त दो प्रतिलिपियों का निष्पादन करवाया है।</p> <p>IN WITNESS WHEREOF The Bank has set its hand to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicate/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.</p> |

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of  
 Shri .....  
 (name and designation)

..... in the presence of  
 (1)  
 Address

(2)  
 Address  
 .....  
 .....  
 .....

Witnesses

SIGNED AND DELIVERED BY ..... If the part is a partnership firm or any individual should be signed by all or on behalf of all the partners.

(1)  
 Address  
 .....  
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2)  
 .....  
 ..  
 Address  
 .....  
 .....

If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.

Witnesses

THE COMMON SEAL OF

Was hereunto affixed pursuant to the resolutions passed

By its Board of Directors at the meeting held on

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.....  
.....

In the presence of

(                    1                    )

.....

.....  
(                    2                    )

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Directors who have signed these presents in taken thereof in the presence of

(1) .....

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(2) .....

.....

SIGNED AND DELIVERED BY the Contractor by the hand Of Shri

.....

and duly constituted attorney.

The Contractor is signing by the hand of power of attorney whether a company or individual.

The Contractor is signing by the hand of power of attorney whether a company or individual.

## Section III

### Commercial Conditions

1. Sealed Quotations are invited from Electrical Safety Auditors for conducting Electrical Safety Audit in Bank's office buildings and its residential colonies at Kanpur.
2. **Eligibility:**

The intending Quotationer 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 multistoried office buildings or any other electrical installations with a minimum **connected load of 500 KW** in last 5 years (Audits completed on or after 31<sup>st</sup> March 2021).
3. **Earnest Money Deposit (EMD):** The Earnest Money Deposit shall be paid by the each bidder and it is to be deposited to Bank's account no. **186003001 IFSC RBIS0KNPA01, (Please read 0 as zero)** through NEFT before last date of submission of Quotation and its proof of remittance shall be sent to [estatekanpur@rbi.org.in](mailto:estatekanpur@rbi.org.in).
4. The proof of EMD shall be submitted along with Part I of the Quotation. The Quotations submitted without EMD will be rejected by the Bank. However, MSE registered firms are exempted from submission of EMD. The proof for registration as MSE firm has to be attached with Part 1 of the Quotation; otherwise the bid will be rejected by the Bank.
5. The Quotation documents shall be available on RBI website. All corrigendum, addendum and further communication shall be uploaded on website only in "Quotation" section. The Quotations and EMD for the above work shall be submitted in **hard copy** in separate sealed covers addressed to The Regional Director, Reserve Bank of India, Estate Department, Mahatma Gandhi Marg, Post box no. 82/142 Mall Road Kanpur (UP)208001, so as to reach here not later than 15:00 hours on May 15, 2026. Part I in one cover super scribing as "**Conducting Electrical Safety Audit in Bank's office buildings and its residential colonies at Kanpur- Part-1**" Please note that prices should not be indicated in the Part I/ Techno – Commercial Bid. Part I in one cover super scribing as "**Conducting Electrical Safety Audit in Bank's office buildings and its residential colonies at Kanpur - Part-II**" Both envelopes (Part 1 & 2) are to be kept in single sealed cover super scribed with "**Conducting Electrical Safety Audit in Bank's office buildings at RBI, Kanpur**".
6. Part-I of the Quotations will be opened on the same day at 15:30 Hrs on May 15, 2026.

7. Part-II of the Quotations will be opened on a subsequent date under intimation to all the Quotationers. Quotationers are advised to use only the forms supplied by the Bank and not to use any other forms. The forms can be downloaded from "Quotations" section in RBI website [www.rbi.org.in](http://www.rbi.org.in) Incomplete Quotations are liable for rejection. No terms and conditions or any other information/ enclosures shall be included in Quotation Part-II.
8. The Quotations shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of Quotation Part-I and shall be extended by such period as may be mutually agreed to.
9. Quotationer may communicate through email: [estatekanpur@rbi.org.in](mailto:estatekanpur@rbi.org.in) or telephonically on following numbers during office hours (9:30a.m. to 5:30 p.m.) 0512-2303830/31/32/34/35/36/37 Ext. No-5009,5008.
10. **Prices:** The price quoted for the work shall be firm till completion of the work and the final price quoted shall include GST as applicable and cost of transportation/accommodation etc. of the equipments and persons deputed.
  - a) If, in the price quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Bank feels that the bidder has made a mistake in placing the decimal point in the unit price, in this case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
  - b) If there is an error in a total price, which has been worked out through addition and / or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
  - c) In case of any item rate are not filled / found blank. Bank shall take highest quoted rates among the bidders for evaluation for such item rates and lowest quoted rates shall be payable to bidder for such item, in case this bidder is declared L1 bidder.
  - d) In case of more than one L1 bidders, Bank may further obtain discounts on already quoted amount in sealed envelopes to determine L1 bidder.
11. 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.
12. The employer reserve 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 Quotation quantities unless specifically approved in writing by the Bank's engineer.

13. **Time or Completion Period** : The work is the essence of the project. The work including site survey, data collection/measurements and report (3 copies) shall be completed in 30 days from 14<sup>th</sup> day of issue of work order .

14. **Terms of payment**

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

- i) 80% of the quoted amount after completion of Electrical Safety Audit at all locations and submission of draft report to the Bank
- ii) Balance 20% of quoted amount on submission of final report (3 copies) in hard copy to the Bank.

All payments for the work will be made after statutory deductions.

15. **Liquidated Damages**: If work does not completed within stipulated time period as mentioned clause 13 liquidity damage of Rs.74/- per day and maximum up to 10% of contract amount.

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

17. The Reserve Bank of India does not bind itself to accept the lowest or any Quotation and reserves to itself the right to accept or reject any or all the Quotations, either in whole or in part, without assigning any reasons for doing so.

18. On receipt of intimation from the employer of the acceptance of his/ their Quotation, the successful Quotationer shall be bound to sign the formal contract and within fourteen days thereof, the successful Quotationer 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 Quotation will constitute a binding contract between the RBI and the person so Quotationing, 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 Quotationer.

19. 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 employer that he is able to carry out and fulfill the contract and to give security therefore, if so required by the employer.

Or if the Contractor (whether an individual, firm or Incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor.

20. A bidder is liable for debarment/disqualification from bidding on the following grounds:

- i. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:
  - a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - b. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
  - c. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
  - d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - e. any financial or business transactions between the bidder and any official of the procuring entity related to Quotation or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
  - f. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - g. obstruction of any investigation or auditing of a procurement process.
  - h. making false declaration or providing false information for participation in a Quotation process or to secure a contract.
  - i. failed to disclose conflict of interest failed to disclose any previous transgressions made in respect of the provisions of sub clause.
  - j. with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.
- ii. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the Quotation etc.
- iii. If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for 12 causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

21. **Sexual Harassment Clause**-The auditor/Agency shall be solely responsible for full compliance with the provision of “the sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013”. In case of any complaint of sexual harassment against its employee within the premises of Bank, complaint will be filed before the Internal complaint committee constituted by the Auditor/Agency and the Auditor/Agency shall ensure appropriate action under the said Act in respect to the

complaint. Any complaint of sexual harassment from any aggravated employee of the auditor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the auditor is proved. The auditor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue.

**22. Non-Disclosure clause:** The Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor 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 Contractor's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.

**23. Force Majeure:** If either party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, war like situations, riots, labour strike, government actions, earthquakes, cyclones, typhoons, and other natural calamities, etc.), that party will not be deemed to have defaulted under this Agreement. Each party agrees to use all reasonable efforts to enable performance under this Agreement to continue. If the period of non-performance due to a force majeure event exceeds 30 days, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

Date:

Signature of Quotationer

Place:

Name

**Section IV**  
**Section to be filled by the Quotationer**

A. Details of Quotationer-

|    |   |  |
|----|---|--|
| 1. | Composition of the firm (Whether partnership / proprietorship /Public Ltd.) |  |
| 2  | Names of the proprietor/ partners / Directors of the firm                   |  |
| 3. | GST Number  |  |
| 4. | Address of the Firm   |  |
|    | Telephone   |  |
|    | Email   |  |
|    | Mobile Nos:   |  |

**B. List of clients**

(For whom similar scope has been completed in the last 5 years)  
Eligible work orders to be attached

| Sr. No. | Details   | Name of client (1) | Name of client (2) | Name of client (3) |
|---------|---|--------------------|--------------------|--------------------|
| 1       | Address, fax and telephone numbers                                |                    |                    |                    |
| 2       | Establishment name, location and address.                         |                    |                    |                    |
| 3       | Brief details of the work   |                    |                    |                    |
| 4       | Date of award of contract   |                    |                    |                    |
| 5       | Date of completion of work  |                    |                    |                    |
| 6       | Whether the Establishment is with central air-conditioning system |                    |                    |                    |

Date:

Signature of Quotationer

Place:

Name and Address

## Section V

### Terms and Conditions and scope of work

#### Introduction

Reserve Bank of India, Kanpur is desirous of undertaking Electrical Safety Audit of the Electrical/Electromechanical installations provided in the office building and its three residential colonies (Civil lines, Tilak Nagar and Kidwai Nagar) at Kanpur. The office building and colonies receives power supply from the Electricity supply authorities at corresponding location. In addition, diesel generator sets of suitable capacities have been installed to meet critical applications during power outages.

#### 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.
- 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.

#### **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) as updated, 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-

(1) 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. Any other local guidelines / bylaws as applicable.

#### **B. i)Details of Electrical Installations in Bank's office building:**

Substation, Transformers, Switchgear, Electrical Panels, Capacitor Panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing, Building and Equipment Earthing, Various types

of motors, DG set, UPS, Central Air-conditioning Plant, Room Air conditioner, Air Handling Units, Lifts, Lightening Arrester, Kitchen Equipment, Water Pumps, Servers, switches, PCs, printers, solar power panels and other IT equipment and any other equipment and gadgets connected to power supply prone to fire hazards.

**ii)) Details of electrical installations in Residential colonies-**

Substation, DG sets, various types of Pumps, motors, Switchgear, Electrical panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing, Building and Equipment Earthing, inverters, air conditioners, Lightening Arrester, solar power panels, and any other equipment and gadgets connected to power supply prone to fire hazards.

**C. Details of office building and residential colonies**

**1. Kanpur Office building area details-**

- i. Building status- 3 buildings in same premises (Main office building, additional office building and Old building) supplied from common substation
- ii. No of floors- a) MOB-B+G+1; b) AOB-G+2; c) Old building-G+1
- iii. Gross built up area- 20700 sq mtr(approx.)

Electrical Distribution System in office premises-

|  |                                       |
|--|---------------------------------------|
| Sanctioned load                              | 1000 KVA                              |
| Voltage level at Main incoming               | 11 KV                                 |
| Transformers- oil type                       | 2X1000 KVA                            |
| DG set                                       | 400 KVA,400 KVA,750 KVA               |
| UPS  | 2x120 KVA,1x40 KVA                    |
| Centralized AC plant and hot water generator | 2x250 Tr (water cooled);<br>1x300 KW  |
| Lifts  | 2 bullion lifts and 3 passenger lifts |
| pumps  | 7 nos of various ratings              |

**2. Electrical Distribution system in Civil lines officer’s colony**

- Plinth area of plot-2777 sqmtr
- Number of flats to be checked – 8 nos (2 BHK/3 BHK flats)
- Number of pumps- 6 nos
- Number of DG set- 1 nos

**3. Electrical Distribution system in Tilak Nagar Officers’ colony**

- Plinth area of plot-2138 sqmtr
- Number of flats to be checked – 8 nos (2 BHK/3 BHK flats)
- Number of pumps-4 nos
- Number of DG set- 1 nos

**4. Electrical Distribution system in Kidwai Nagar Staff colony**

- Plinth area of plot-18047 sqmtr

- Number of flats to be checked – 21nos (2 BHK/3 BHK flats)
- Number of pumps-6 nos
- Number of DG set- 1 nos

#### **D. Scope of work**

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

1. **Study of existing safety measures**, procedures and system for controlling electrical hazards being followed in the office and colonies 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(as updated)** from HT panel to Floor panels, covering transformers, 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** (as updated) 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. transformers, 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 Record of test reports** carried out by the OEMs or their authorized representatives for proper functioning of transformers, HT/LT switchgear and proper functioning of their protective relays, failsafe interlocking of Circuit breakers

8. **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.
9. **Physical inspection of the sources of power supply** viz Transformers, substation equipment, 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 Rules and other relevant codes of practice, as updated till date. Any leakage of oil in transformer, capacitor banks, and 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.
10. 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. **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 .
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/CO2 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. These equipments 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 substation, transformer rooms, electrical panel rooms and battery rooms etc.
27. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety

#### **D: Equipment/measuring instruments**

All the equipment/instruments properly calibrated, 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 analyzer

- 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 shut down 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. Three copies of report in hard copy are to be submitted in the Bank.

Date:

Place:

Seal & Signature of Agency



**Reserve Bank of India  
Estate Department  
Kanpur**

**Quotation for  
Conducting Electrical Safety Audit of Bank's Office Building  
And its residential colonies at Kanpur**

**PART II  
(PRICE BID)**

Name of the Quotationer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Due Date of Submission** : May 15, 2026 till 15:00 Hrs

**Date of opening of Part I of Quotation** : May 15, 2026 at 15:30Hrs

**Venue** : Estate Department



**Reserve Bank of India  
Estate Department  
Kanpur**

**Bill of Quantity**

**Quotation for Conducting Electrical Safety Audit of Bank's Office Building and its residential colonies at Kanpur**

| <b>Sr No</b> | <b>Description</b>   | <b>Qty</b> | <b>Rate in Rs excluding GST</b> | <b>GST in Rs. as applicable</b> | <b>Total Rate in Rs. = (4)+(5)</b> |
|--------------|--|------------|---------------------------------|---------------------------------|------------------------------------|
| (1)          | (2)  | (3)        | (4)                             | (5)                             | (6)                                |
| 1            | Rate for conducting Electrical Safety Audit at following locations and Submitting Electrical Safety Audit Reports of each location (3 copies each) as per the scope specified in the Quotation Part-I. |            |                                 |                                 |                                    |
| i)           | Office premises  | 1 job      |                                 |                                 |                                    |
| ii)          | Civil Lines Officers' colony   | 1 job      |                                 |                                 |                                    |
| iii)         | Tilak Nagar Officers' Colony   | 1 job      |                                 |                                 |                                    |
| iv)          | Kidwai Nagar Staff colony  | 1 job      |                                 |                                 |                                    |

Date:

Seal and Signature of the Agency

Place: