



Ref: KSCB/AM/E-2/Empanel/2020-21

P.B. No. 6515, COBANK TOWERS,
VIKAS BHAVAN P.O., PALAYAM
THIRUVANANTHAPURAM,
PIN-695 033

16-09-2020

Empanelment Notice - Corrigendum for date extension

Kerala State Co-operative Bank invited empanelment from eligible entities/personnel for the below services/contract. Considering requests received from agencies the date of submission for empanelment is extended as below;

| | Types of Empanelment | Document submission start date | Document submission end date | Document submission extended date & time |
|----------|-------------------------------|---------------------------------------|-------------------------------------|---|
| 1 | Civil/Architecture Consultant | 17/08/2020 | 17/09/2020 | 25/09/2020 3:00 PM |
| 2 | Civil contractor | 17/08/2020 | 17/09/2020 | 25/09/2020 3:00 PM |
| 3 | Electrical consultant | 17/08/2020 | 17/09/2020 | 25/09/2020 3:00 PM |
| 4 | Electrical contractor | 17/08/2020 | 17/09/2020 | 25/09/2020 3:00 PM |
| 5 | Physical security equipment | 17/08/2020 | 17/09/2020 | 25/09/2020 3:00 PM |

Empanelment documents are available on the website of Kerala State Co-operative Bank Ltd www.keralacobank.com. Any further addendum/corrigendum/cancellation of empanelment notice will be published on the website only. The authority reserves the right to reject any or all submission documents without assigning any reason thereof.

For more details regarding the empanelment, you shall kindly contact Bank's Asset Management Department (Ph: 0471-2547241/228/231/9946951643).

For Kerala State Co-operative Bank Ltd.

Sd/-

**Deputy General Manager
Asset Management Department**



The Kerala State Co-operative Bank Ltd

(A scheduled Bank)

ASSET MANAGEMENT DEPARTMENT

HEAD OFFICE

**POST BOX NO. 88, VIKASBHAVAN, PALAYAM,
THIRUVANANTHAPURAM - 695033**

EMPANELMENT OF ELECTRICAL CONSULTANTS FOR ASSET

MANAGEMENT DEPARTMENT,

HEADOFFICE, THIRUVANANTHAPURAM

APPLICATION DOCUMENT

| | |
|---|---|
| Date of Issue of Application | From 17-08-2020 to 17.09.2020 up to 2.00 p.m. |
| Last Date for submission of Application | Before 3.00 p.m. on 17.09.2020 |
| Date of opening of Application | At 3.30 p.m. on 17.09.2020 |

GUIDELINES FOR FILLING THE APPLICATION

- 1) Application can be downloaded from the Bank's website www.keralacobank.com.
- 2) Application can also be obtained from the Head Office of Kerala state Co-operative Bank, Thiruvananthapuram.
- 3) Completed application along with all required supporting documents have to be enclosed in sealed Envelope and super scribed as **"Application for empanelment of Electrical Consultants for Kerala Bank, Branches/Zonal offices and Head Office"** and submitted to ASSET MANAGEMENT DEPARTMENT, Kerala Bank Head Office, Vikasbhavan PO, Palayam,Thiruvananthapuram on or before **17.09.2020 at 3.00 p.m..**
- 4) Applicants should not make any change/alteration to any of the clause of the Application. It will make the applicant disqualified. The applications should be complete in all respects. Incomplete applications will be rejected.
- 5) Self-attested photo-copies of all documents supporting eligibility criteria and other details furnished in the application form are to be submitted along with the application form. On demand by the Bank, the applicant should produce originals of all documents submitted along with application forempanelment.
- 6) Bank will not be responsible for any loss of application either in transit or otherwise and for non-receipt of the same in time. Hence applicants are advised to ensure that the completed application reach us intime.
- 7) In case a single applicant applies for empanelment for both Electrical Contractor as well as Electrical Consultant, then the Bank shall consider the application in one suitable category depending on the merit of the application and application for the other category will be ignored.

Place:

Date:

Signature of the Applicant withseal

(On letter head of the consultant)

Place:

Date:

From,

To,

The Chief Executive officer,
Kerala State Co-operative Bank Ltd,
Cobank Tower, Head Office,
Vikasbhavan PO,
Palayam, Thiruvananthapuram.

Dear Sir,

Sub: -- Empanelment of Electrical Consultant in Kerala Bank

I / we have read and understood the press notice/notice in the Kerala Bank's website including Guidelines, declaration, and Terms & Conditions given in the application form. I/We am/are hereby submitting my/ our application for empanelment as Electrical Consultant in your Bank. I / we do hereby declare that the information furnished in the proforma application and supplementary sheets is correct to the best of my/our knowledge and belief. I / we have signed on the bottom of all the pages submitted by me/us.

Thanking You,

Yours faithfully,

Signature of the applicant(s):

Name:

Designation:

MINIMUM QUALIFICATION CRITERIA

(Documentary proof for each item is to be furnished with Application)

APPLICANTS SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR EMPANELEMENT

1. The Applicant should have minimum graduation in Electrical Engineering. Or Diploma in Electrical Engineering with minimum 3 year of experience in Electrical field” (Enclose copy of Degree/Diploma Certificates). If the applicant himself is not an Electrical Engineer then proof of employment of an Electrical Engineer working under him for period of minimum two years is to be submitted along with copy of engineering degree certificate and proof of his experience.

Proof for employment of an Electrical Engineer→Receipt copy of payment of professional tax along with salary slip for period of the two years as on 30-04-2020 in the name of employed Electrical Engineer should be submitted.

2. The Applicant/Employed Electrical Engineer should have minimum five years of experience in the field of Electrical Contract Works as at 30-04-2020.
3. The Applicant shall have its Office / Branch within the state of Kerala. Proof for address such as documents and certificates issued by Government agencies, registered rent/lease deeds etc to be submitted.
4. The Applicant should have satisfactory track record of providing consultancy (including surveying, estimation, preparation of tenders, supervising, and carrying out measurements) for three Electrical works of minimum value Rs. 25 lakhs.

Documentary Proof required:

Work Order/ Completion Certificate issued by the authorized officer of the client department (Nationalized Bank/Government/PSUs/Erstwhile District Co-operative Bank/Commercial Bank/Private Bank Similar Kind of institution) on their letter head consisting contact details including phone number and stating the below details;

- a) Date of issue of Work Order. (Date of work order will be considered for qualification period)
 - b) Name of the applicant as consultant for the work.
 - c) Nature of work
 - d) Value of work
5. The Applicant shall have a valid PAN number. The copy of the PAN number should be enclosed.

6. The Applicant should be registered for GST. The Applicants those who do not have GST registration should submit a declaration on Rs 100 Stamp Paper to the effect that they are not required to register for GST as per GST Act and rules. As soon as the rule becomes applicable to them, they shall inform the same to the Bank immediately. Further they indemnify Bank against any losses / Suits for purpose of them not having GSTregistration.
7. Copy of the Aadhaar Card of Proprietor/ All Partners / All Company Directors should be enclosed. In case of non-availability of the Aadhaar card, the individual shall provide an undertaking on the firm's letter head that he has not opted for Aadhaar card and submit copy of any one of the below documents as addressproof
 - i. ValidPassport
 - ii. Voter IDcard
 - iii. Valid Permanent DrivingLicense.
8. All the forms provided in the application documents must be completed in full and all pages of documents must be signed and sealed before theirs submission.
9. A copy of the Power of attorney as required under the rules for signing and submission of application documents is to be submitted along with the application in case the applicant is other than individual/proprietor.

APPLICATION FORM FOR EMPANELMENT OF ELECTRICAL CONSULTANT

| SI No | Description | To be filled by the Applicant |
|-------|---|-------------------------------|
| 1 | Name of the Applicant: (Specify name of firm/Company if the applicant is not applying in the individual name) | |
| 2 | Complete Postal Address (Enclose Address proof such as copy of Trade License, Tax Registration, etc acceptable to Bank) | |
| | Telephone numbers (landline) | |
| | Fax numbers | |
| | Mobile numbers | |
| | E-mail address | |
| | Website Address | |
| 3 | Address of Branches if any | |
| 4 | Year of Establishment and Experience (Enclose necessary proof) | |

| | | |
|----|--|---|
| 5 | Status of the Firm (Whether Company/ Partnership/Proprietorship). In case of applicants other than proprietor and individual, enclose copy of certificate of constitution such as Memorandum of Association, Certificate of Incorporation, Partnership Deed etc. | |
| 6 | Name of Chief Executive Officer/ Chairman/ Managing Director/ Partner and other Directors/ Partners. Contact numbers and email address of each of the individual is to be provided | i) ii) iii) |
| 7 | The names of persons with designation, contact number, email address who are authorized for signing documents such as Contract Agreement, Correspondences, Tenders, Offer letters, discounts etc and running the day to day affairs of the firm. (In case of other than individual / proprietorship applicants) | |
| 8 | Whether registered with the Registrar of Companies/Registrar of Firms. If yes, mention Registration number and date. (Enclose copy of registration Certificate) | <input type="checkbox"/> Yes <input type="checkbox"/> No Company/ Firm Registration No: Date: |
| 10 | Whether an assessee of Income Tax. If yes, mention permanent account number. (Enclose copies of PAN Certificate) | <input type="checkbox"/> Yes <input type="checkbox"/> No PAN No: |
| 11 | Whether registered for payment of GST. If yes, give registration Number and date. (Enclose copy of Registration Certificate) | <input type="checkbox"/> Yes <input type="checkbox"/> No GST No: Date : |

| | | | | | |
|----|---|---|--|--|--|
| 12 | <p>Whether registered with Profession Tax Department for payment of Profession Tax?</p> <p>Give registration number and date. Attach full details and copy of supporting documents.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Registration No:</p> <p>Date :</p> | | | |
| 12 | <p>Give Aadhaar Number of Proprietor/ All Partners / All Company Directors.</p> <p>Attach copy of Aadhaar Card.</p> | <p>i) ii) iii) iv) v)</p> | | | |
| 13 | <p>Professional and Academic Qualifications</p> <p><u>“The Applicant should have minimum graduation in Electrical Engineering.”</u> <i>(Enclose copy of Degree Certificates, If the applicant himself is not an Electrical Engineer then proof of employment of an Electrical Engineer working under him for period of minimum two years is to be submitted along with copy of engineering degree certificate and his experience certificates)</i></p> | | | | |
| 14 | <p>Total Years of Work experience as Electrical Consultant. Enclose necessary proof acceptable to the Bank.</p> <p>The Applicant/Employed Electrical Engineer should have minimum five years of experience in the field of Electrical Engineering.</p> <p>Following details are to be filled in enclosed formats given : <i>(Enclosure 1) Detailed description and value of works done for others.</i> <i>(Enclosure 2) Detailed description and value of works done for Kerala state co-operative bank or erstwhile DCB's</i></p> <p>(Please submit copies of supporting documentary proof for work details mentioned in enclosures 1 and 2)</p> | | | | |
| 15 | <p>Specify Three Electrical works (Complete wiring work such as Lighting, Air-conditioning, LAN Cabling, Telephone, etc similar electrical work) of more than Rs 5 lakhs for which consultancy services have been provided during the last 3 years ending on 31-03-2019.</p> <p>(Enclose Satisfactory Work Order / Completion Certificates issued by Clients)</p> | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> </table> | | | |
| | | | | | |
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| | | | | | |

| | | |
|----|---|--|
| 16 | Give consolidated annual Income of the firm for the immediate last three years (year wise) in lakh rupees. (Enclose copies of audited Balance Sheets and Profit & LossAccounts) | 2015-16 |
| | | 2016-17 |
| | | 2017-18 |
| 17 | If you are empanelled in the panel of electrical consultants of other organizations/statutory bodies such as RBI, CPWD, PWD, Banks, MES, Railways, LIC etc., furnish their names, category and date of registration. (Enclose proof of empanelment) | 1) |
| | | 2) |
| | | 3) |
| | | 4) |
| | | 5) |
| 18 | Whether you/your staff member possess any Electrical Supervisory License issued by State Electricity Licensing Authority. If yes, furnish full details including the capacity of the License and also enclose copies of license/permit and related certificates. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19 | Do you have experience in the field of Air-conditioning Consultancy? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20 | What are your fields of activities? Mention the fields in the order of preference <i>(Mention the different fields of Electrical Engineering such as Air Conditioning Consultancy, Internal Electrical works, External Electrical works consisting Transformer & Generator with AMF, Computer workstation and UPS wiring, LAN/WAN Cabling, Telephone and Intercom wiring, Public Address System Wiring, Access Control Door Wiring, Smoke Detection & Fire Alarm Wiring, Energy Auditing, Solar Energy Power Generation etc in which you have more commands as an Electrical Consultant in the order of more command on the top).</i> | 1) |
| | | 2) |
| | | 3) |
| | | 4) |
| | | 5) |
| | | 6) |
| | | 7) |
| | | 8) |
| | | 9) |
| | | 10) |
| 22 | Whether the Applicant/Electrical Engineer employed hold memberships with Professional Bodies such as Institution of Engineers (IE (India)), Institution of Electrical & Electronics Engineers (IEEE), etc? If yes, give detailsand enclose copies of Membership certificates. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 23 | Whether the Applicant / Electrical Engineer is Certified Energy Auditor/Certified Energy Manager as per Energy Conservation Act 2001? If Yes Enclose Copies of the certificate issued by Bureau of Energy Efficiency/National Productivity Council. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|----|--|--|
| 24 | Whether the applicant/Electrical Engineer is a member of Institution of Valuers or Surveyor and Loss Assessor. Enclose copies of Membership certificate. | |
| 25 | Whether conversant with Indian Electricity Act & Rules, regulations of the concerned State Electricity Boards, norms prescribed by Bureau of Indian Standards (formerly ISI) regarding electrical works, accessories and installations | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 26 | Are you conversant with the Guidelines, Directions, Observations and regulations of Central Vigilance Commission/State Government regarding Electrical Works? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 27 | Are you conversant with the guidelines of the Indian Banks' Association regarding Electrical works? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 28 | Details of Technical Staff if any working in your organization (<i>Details to be provided under Enclosure 3</i>) | |
| 29 | <p>Details of Bank account to which payments (professional charges and other allowance) to the consultant are to be made. (this detail will be maintained by the bank for RTGS/NEFT payment)</p> <ul style="list-style-type: none"> ➤ Name of Bank ➤ Name of Branch: ➤ Type of Account: Savings/Current/OD ➤ Account No. ➤ IFSC Code: ➤ Name mentioned in the Account: | |
| 30 | Furnish name, designation and official address with telephone numbers of 3 responsible persons as referees who will be in a position to certify about the quality as well as the past performance of your firm. | 1. 2. 3. |
| 31 | Do you have any relative who is working in Kerala state co-operative bank or erstwhile DCB's? If yes, furnish name, designation and name of the branch/Office in which presently working. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 32 | Any Other information you may wish to Provide: | |

Signature of the Applicant with seal

DECLARATION

1. The particulars furnished by me/us in the application are true and correct.
2. The duties/functions expected to be performed by me/us as per Annexure-1 are clearly understood by me/us and I/we enclose herewith Annexure (list of duties/functions of Electrical consultant) duly signed in all the pages.
3. I/We agree to execute necessary agreement for any work entrusted/to be entrusted to me/us at the appropriate time and I/we also agree to bear all expenses towards executing the agreement.
4. I/We understand that Bank reserves the right to accept, negotiate, reject my/our application without assigning any reasons, whatsoever, and the decision of the Bank shall be final and binding on me/us.
5. I have enclosed self-certified xerox copies of all required documents sought for in the application.
6. I/We understand and agree that Bank reserves the right to inform/recommend unsatisfactory/incompetence of the empanelled Consultant to the respective Statutory Body such as Institution of Engineers, IBA or any other Institution etc in this regard for blacklisting or such other necessary action.
7. I / We would like to state that, in the event it is established that I / We are involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets to Bank or other damages, my / our empanelment in the Bank will be terminated. In addition to the removal from the panel of your Bank you may approach concerned professional body with complaint of misconduct against me /us

Place:

Date:

Signature of the Applicant with seal

Enclosure 1: Detailed description and value of works done for others.

| Details of work done for clients other than Kerala state co-operative bank or erstwhile DCB's in the descending order of the Value of Work. (Enclose copies of supporting documents of proof) | | | | | | |
|--|----------------------------|-------------------------------------|-------------------------------------|--|-----------------------------------|---------------------------|
| SI NO | Name of Client and address | Name of work / project with address | Short Description of works executed | Value of work Executed and professional charges received | Stipulated Duration of completion | Actual time of completion |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

Signature of the Applicant with seal

Enclosure 2: Detailed description and value of works done for Kerala state co-operative bank or erstwhile DCB's

| Details of work done for Kerala state co-operative bank or erstwhile DCB's in the descending order of value of Work. (Enclose copies of supporting documents of proof) | | | | | |
|---|--|--|---|--|----------------------------------|
| SI NO | Name of work / project with address | Short Description of works executed | Value of work Executed and professional charges received | Stipulated Duration of completion | Actual time of completion |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

Signature of the Applicant with seal

**Enclosure 3 Detailed descriptions of Key Technical persons & Electrical
EngineersEmployed**

| Details of key technical persons employed byyou | | | | | |
|--|----------------|-------------|---------------|---------------------|------------------------------|
| Sl No | Name of Person | Designation | Qualification | Total experience | Experience with your firm |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

Signature of the Applicant with seal

TERMS AND CONDITIONS OF EMPANELEMENT

- 1) After empanelment any change in the Address, contact information including Phone Numbers, Constitution etc has to be informed to the Bank within 15 days from the date of such change. Any other change which affects the information furnished by you in the application also need to be informed within 30 days from the date of such change.
- 2) This empanelment will be valid for a period of 5 years or till such time the Bank forms a new empanelment subsequent to this empanelment. However, the Bank will have the liberty to cancel this empanelment at any point of time even in the initial 5 years period also. Bank may also review the empanelment every year for retaining satisfactory Consultants and to remove unsatisfactory Consultants based on their performance.
- 3) Based on the compliance of the applicants to minimum qualification requirements mentioned in this document, the Bank will select/ reject the applicant for empanelment. Bank's decision in this regard shall be final and shall be binding on the applicant.
- 4) Bank may add to the list of empanelment, if any consultant applies during the period of empanelment and is complying with all the minimum qualification criteria mentioned in this application.
- 5) The selected consultants will have to coordinate with different Agencies / Consultants / Contractors for the smooth execution of the work. During execution of works, written directions given by Asset Management Department/Security Division and Information Technology Division have to be complied under intimation to this Division.
- 6) Bank will have the right to negotiate with the applicants regarding their professional charges at any point of time.
- 7) The professional charges will be paid to the Consultant after completion of the entire works and certification of the contractor's final bill.
- 8) The duties/functions of electrical consultants mentioned under (Annexure-1) forms part of the terms and conditions.
- 9) Details of professional charges applicable to the Consultant are as under.

| Value of work | Professional charges |
|--|------------------------------|
| Works costing 1 lakh and below | 3% of Actual value of work |
| Works costing above 1 lakh but below 1 Crore | 2.5% of Actual value of work |
| Purchase of Equipments/Capital Assets costing 1 lakhs and below (Bought-out items) | 1% of Equipment value |
| Purchase of Equipments/Capital assets above 1 lakh but below 50 lakhs (Bought-out items) | 0.5% of Equipment value |

- 10) Besides the above professional Charges the empaneled Consultants are entitled for the following allowances/benefits.
 - a. Original Tender Document and Estimate book stationery charges will be reimbursed to the Consultant at actual cost on production of necessary information and supporting bills.

- b. Applicable amount towards Service Tax will be paid as extra over and above the professional charges subject to production of Tax registration Number and other statutory formalities.
- 11) During any tendering process, if in the same tender document both works and bought-out items are clubbed, then while paying professional charges to the Consultant, the Bank is at its liberty may segregate the works portion and bought-out item portion to arrive the professional charges payable to the consultant. Its decision in this regard shall be final and binding on the Consultant.
 - 12) In the event it is established that the empaneled Electrical consultant is involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets of Bank or such other damages, then the empanelment of such consultant will be terminated. In addition to the removal from the panel, Bank may approach concerned professional body or other organizations with the complaint of misconduct against such Consultant.
 - 13) The applicant should be capable of designing Electrical System for the bank independently along with preparation of necessary drawings, estimate, tender document etc.
 - 14) Services of the empaneled Electrical consultants will be utilized as and when needed by the Bank and just empaneling the name/firm in Bank's panel does not guarantee awarding of any work from the Bank.
 - 15) The awarding of work is at the sole discretion of the Bank and payment of bills for the works undertaken is subject to the norms prevailing from time to time.
 - 16) Email communication from the bank shall be binding on the empaneled Electrical Consultant. It is the responsibility of the consultant to register with valid email id with Bank and it is in usage. The email id registered must periodically be checked by consultant and in case any communications are missed Bank will not be responsible.
 - 17) The empaneled Electrical Consultants along with hard copies should share all tender documents and estimates prepared for the works to the Bank in soft copy, both in editable and non-editable forms.
 - 18) The Bank does not undertake any responsibility to compensate the empaneled Electrical consultant for any monetary loss other than the Bill amount payable for works executed by consultant.
 - 19) The Bank reserves its right to delete the name of any Consultant from the panel of consultants at any time without assigning any reason thereof.

20) Exemptions And Preferences for Medium & Small Enterprises (MSE) and Start-UpFirms:

The MSEs and Start-up Firms are exempted from application fee on furnishing relevant valid certificate for claiming exemption. Start-ups must have Department of Industrial Policy & Promotion (DIPP) registered certificate.

Place
Date

Signature of the Applicant withseal
Name

ANNEXURE-1

DUTIES/FUNCTIONS OF ELECTRICAL CONSULTANTS

The Electrical Consultants shall render the following services in connection with the empanelment.

1. Taking the Bank's instructions, visiting the site, assessing power load particulars both existing and the proposed, preparing Drawings, Plans and Designs which shall be in accordance with the Indian Electricity Rules, Act, State Electricity Authority Rules & Regulations, (including carrying out necessary revisions till the same is finally approved by the Bank and concerned Authorities), making approximate estimate of cost and preparing reports on the scheme so as to enable the Bank to take a decision on the Drawings, Plans and Design.
2. The Electrical Consultant shall submit a proper PERT CHART /Bar Chart incorporating all the activities required for the completion of the work well in time i.e., preparation of working drawings, detailed drawings, calling tenders, etc. in co-ordination with the Architect/ Interior Designer.
3. To advice/direct the Electrical Contractor in submitting required drawings to the Electricity Department and obtaining their approval. The Electrical Consultant has to ensure that proper Work Permit/Clearance is obtained from all concerned Authorities such as Electrical Inspectorate, Electricity Department etc before the commencement of the work through the Electrical Contractor.
4. Preparing Working drawings, Power Load calculations, Layout drawings, Estimate connected with the work including Internal Electrical wiring for Lighting, Air-conditioning, UPS, telephone installations, LAN Cabling, Public Address System, Smoke detection & Fire Alarm system, Access Control Door Wiring etc., and all such other particulars as may be necessary for preparation of bill of quantities.
5. Preparing pre-qualification documents.
6. Preparing detailed tender documents for the entire electrical and allied works, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities, approved make /brand of materials, including detailed analysis of rates based on market rates, Time Schedule, Progress charts, etc.
7. Preparing tender notices for issue by the Bank or inviting tenders from pre-qualified/short-listed contractors on behalf of the Bank as the case may be for all electrical works and installations and submitting assessment reports (scrutiny) thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract document for electrical work and getting them executed by the concerned contractors.
8. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials prevailing in the particular locality and labour for major items of works costing about 90% of the estimated cost of the work.

9. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
10. Preparing for the use of the Bank, the contractor and site staff, 3 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
11. Assuming full responsibility for supervision and proper execution of all works by General and Specialist contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
12. No deviations or substitutions should be authorized by the Electrical Consultant without working out the financial implication, if any, to the contractor and without obtaining prior approval of the Bank.
13. Working out the theoretical requirement and actual consumption of all materials specified for each bill, wherever required and called for.
14. The Electrical Consultant within the fee payable to them shall personally look after day to day work during the entire duration of the work, besides visiting the site at periodically or according to the exigencies of the work.
15. Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Electrical Consultant shall assume full responsibility for all measurements certified by them.

Certification Format

Certified that the various items of work claimed in this (chronological no of bill) running bill/final bill by the Contractor ----- (name of contractor) have been completed to the extent claimed and at appropriate rates agreed by the Bank (through tender or otherwise) and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements 100% of each of the item claimed in this bill. Hence, the bill is recommended for payment of Rs. _(in words).

Date:

Signature of Electrical Consultant

The Electrical Consultant shall endorse the above certification in the relevant Measurement Books also.

16. Submitting a detailed account of material that the Bank may specify and certifying the quantities utilized in the works.
17. Obtaining final approval through the concerned Electrical contractor for the electrical installation from the Electricity authorities. The Electrical Consultant has to also guide the Bank

regarding any refund of Electricity Deposit from the Authorities and to assist the Bank in getting it through the Contractor.

18. Certify after test/commissioning/final inspection and check as the case may be, the completion of the work and/or satisfactory functioning of the system in service and utilities, as the case may be.
19. On completion of the work/satisfactory functioning of the service system and certification of completion/satisfactory commissioning, prepare `as built' drawings with relevant calculations and specifications of the design/engineering for the records of the Bank. The consultant shall verify and confirm that identification marks and relevant specifications are made on all service installations/cables/wires/panel boards etc. as the case may be, to carry out future additions/alterations / maintenance jobs.
20. The Electrical Consultant shall be wholly and solely responsible for the successful completion of the Electrical work in all respects consistent with safety and stability from the inception up to the handing over to the Bank.
21. The Electrical Consultant shall assist the Bank in all arbitration proceedings between the Contractor and the Bank and also defend the Bank in such proceedings. They also should assist the Bank in answering clarifications/queries raised by the Central Vigilance Commission or other statutory bodies about the work if any.
22. The Electrical Consultant shall furnish one complete set of load calculations, designs, calculations and drawings for the Bank's record both in the form of hard and soft copies.
23. The Services of Electrical Consultant will also be utilized by the Bank for periodical electrical inspection of its electrical installations existing at Offices/ Branches/ ATMs. The scope of such inspections will be separately shared while engaging the consultants for inspections and professional fees will be finalized on mutually agreeable basis.
24. Whenever fire incident occurs in Banks Offices/ Branches/ ATMs, the services of consultant will be requested for inspection and technical support. The consultant shall also assist Bank in rectifications and suggest risk mitigation steps needed to be taken for avoiding fires.
25. Consultant should give direction to electrical contractors to make all the report along with drawing for placing before the respective department KEI/KSEB/Fire etc. for getting Clearance/Approval of the project. Statutory charges for the same will be made by the Bank.
26. Any other services connected with the works usually and normally rendered by the Electrical Consultant, but not referred to hereinabove.

Place
Date

Signature of the Electrical Consultant
Name of the Electrical Consultant