Kerala Grameena Bank

Head Office: Malappuram

General Administration Wing

Malappuram-Kerala- 676 505.

TENDER NOTICE FOR THE ENGAGEMENT OF QUALIFIED ELECTRICIAN (ON CONTRACT BASIS) FOR MAINTENANCE OF HT TRANSFORMER & ELECTRICAL INSTALLATIONS AT HEAD OFFICE, MALAPPURAM & KANNUR OFFICE BUILDINGS.

Tender No. 01/2026

Key Events and dates

S.no	Key Event	Date
1.	Availability of Tender in Bank's Website (www.kgb.bank.in/tenders)	12-02-2026 Thursday
2.	Last Date for Submission of Bids	04-03-2026 Wednesday 17:00 Hrs
3.	Tentative Date of opening of Bids	05-03-2026 Friday 11:00 Hrs (Subject to availability of Competent Authority)
4.	Venue for opening of bid	Kerala Grameena Bank, Head Office , Malappuram

1. **NOTICE INVITING TENDER (NIT):**

   Sealed tenders are invited from experienced and licensed electrical contractors / qualified electricians for engaging a qualified electrician on contract basis for the operation, routine maintenance and attending electrification-related works of the Bank's Office buildings (One at Uphill, Malappuram having HT connection of 315 kVA and One at Pallikkunnu, Kannur having HT connection of 250 kVA), in compliance with Electricity Rules, 2003.

2. **NAME OF WORK:**

   Engagement of Qualified Electrician for Maintenance of 315 kVA HT Transformer and Associated Electrical Installations at Head Office building, and 250 kVA HT Transformer and Associated Electrical Installations at Kannur Office building.

3. SCOPE OF WORK:

The scope of work shall include, but not be limited to, the following:

A. Transformer & HT System Maintenance

- Operation and routine maintenance of HT transformer, HT panel, LT panel, and allied electrical installations.
- Daily monitoring of transformer parameters (load, voltage, current, temperature, oil level, etc.).
- Periodical inspection of:
  - HT switchgear, breakers, relays, cables, earthing
  - LT distribution boards and feeder panels
- Coordination with KSEB / Electrical Inspectorate whenever required.
- Immediate attending of faults, breakdowns, tripping, or abnormal conditions.

B. Compliance & Statutory Requirements

- Ensuring compliance with Electricity Act, 2003 and Electricity Rules, 2003.
- Maintaining statutory registers, logbooks, and records as required by authorities.
- Assistance during electrical inspections by statutory authorities.
- Maintain a detailed electrical diagram of the building.

C. Electrification & General Electrical Services

- Attending electrical maintenance works in the building, including:
- Internal wiring, lighting, power points, earthing
- Minor electrical installations, replacements, and rectifications
- Coordination with other vendors/agencies for electrical-related works.
- Supervising electrical safety in the premises.

D. Emergency Services

- Availability on call for emergencies beyond office hours, as and when required.

4. CONTRACT PERIOD:

The contract shall be initially for two year, extendable by another one year based on satisfactory performance and mutual consent, at the same terms and conditions. The successful bidder needs to enter into an agreement with the Bank. The successful bidder needs to provide a Performance Guarantee by way of Bank Guarantee or Security Deposit of **Rs.50,000/- (Rupees Fifty Thousand only)** valid throughout the period of contract.

5. NATURE OF ENGAGEMENT:

- Engagement shall be purely on contract basis.
- The electrician shall not be treated as an employee of the Bank.
- Monthly remuneration shall be paid as per the accepted tender rate.

6. ELIGIBILITY CRITERIA:

Tenderers should meet the following eligibility conditions:

- Should be a licensed electrical contractor / supervisor / electrician holding valid Electrical License issued by the competent authority.
- Minimum 3 years' experience in maintenance of HT installations /transformers (preferably 11 kV systems).
- Minimum 3 years' experience in handling electrical maintenance of Commercial buildings / institutions / offices & should submit:
  1. Copy of valid electrical license
  2. Experience certificates / work orders
  3. Copy of ID proof and address proof
- Should be capable of complying with statutory safety requirements.
- **Electrical contractors / qualified electricians needs to provide separate tenders for Malappuram and Kannur Office Buildings.**

7. MANPOWER REQUIREMENT:
   - One qualified electrician / supervisor shall be deployed exclusively for the Head Office Building/Kannur Office Building.
   - Substitute arrangement shall be made during leave/absence with prior intimation to the Bank.

8. WORKING HOURS:
   - Normal working hours: As per office working hours.
   - Emergency / breakdown duties: As and when required, including holidays.

9. REMUNERATION & PAYMENT TERMS:
   - Quoted rate shall be monthly consolidated remuneration, inclusive of all costs.
   - Payment shall be released monthly upon:
     - Submission of invoice
     - Certification of satisfactory service by the competent authority.
     - By General Administration Wing, Head office, in case of Head Office building & Regional Office, Kannur in case of Kannur Office Building.
   - No additional payment shall be entertained.

10. STATUTORY COMPLIANCE:
    - The contractor shall be solely responsible for:
      - Compliance with all applicable labour laws.
      - Payment of statutory dues, if any.
      - Safety of personnel and equipment during execution of duties.
    - The Bank shall not be liable for any statutory or legal obligations of the contractor.

11. SECURITY & SAFETY:
    - The electrician shall strictly follow all electrical safety norms.

- Any loss or damage caused due to negligence by the contractor and/or technicians deployed by him, shall be recovered from the contractor.
- The Bank reserves the right to terminate the contract for safety violations.

12. TERMINATION OF CONTRACT:

- The contract may be terminated by either party by giving one month's notice, without assigning any reason.
- The Bank may terminate the contract immediately in case of:
  - Gross negligence
  - Safety violations
  - Unsatisfactory performance

13. EARNEST MONEY DEPOSIT (EMD):

- EMD: ₹ **5000/- (Rupees Five Thousand only)**
- EMD shall be refunded to unsuccessful bidders.
- EMD of the successful bidder may be retained as Security Deposit.

14. MODE OF SUBMISSION:

- Sealed tenders should be submitted to:
  The Assistant General Manager,
  General Administration Wing,
  Head Office, KGB Towers, Uphill,
  Malappuram 676505
  Ph: 9400999907
- Superscribe on the envelope:
  "Tender for Engagement of Qualified Electrician – Head Office/Kannur Office"

15. EVALUATION CRITERIA:

- Tenders shall be evaluated based on:
  - Compliance with eligibility criteria
  - Experience
  - Quoted monthly remuneration
- The Bank reserves the right to accept or reject any or all tenders without assigning reasons.

16. GENERAL CONDITIONS:

- The Bank's decision shall be final and binding.
- Any disputes shall be subject to jurisdiction of local courts only.
- The Bank may modify the tender conditions before finalization.

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ANNEXURE – I
TECHNICAL DETAILS & EXPERIENCE FORMAT

1. **Name of the Tenderer / Firm:**

2. **Address for Communication:**

3. **Contact Details:**

- Mobile No. :
- Email ID:

4. **Legal Status of Tenderer (tick ✓ applicable):**

- Individual
- Proprietorship
- Partnership
- Firm / Contractor

5. **Electrical License Details:**

- Type of License (Electrician / Supervisor / Contractor):
  - License Number :
  - Issuing Authority :
  - Valid up to :

    (Copy of valid license to be enclosed)

6. Experience in HT / Transformer Maintenance:

Sl. No.	Name of Organization	Nature of Work (HT/Transformer/Building Electricals)	Capacity of Transformer (kVA)	Period (From–To)
1				
2				
3				
4				

7. Experience in Commercial / Institutional Buildings:

8. Availability for Emergency & On-Call Services: Yes / No
9. Whether capable of maintaining statutory registers and complying with Electricity Rules, 2003: Yes / No

Declaration:

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that furnishing false information will lead to rejection of the tender.

Place:
Date:

Signature of Tenderer with Name & Seal

ANNEXURE – II
FINANCIAL BID (PRICE BID)

Name of Work:

Engagement of Qualified Electrician for Maintenance of HT Transformer and Electrical Installations at KGB's own building in_____ (Malappuram/Kannur).

Sl no	Description	Amount (₹) (exclusive of GST)	Amount in Words: (exclusive of GST)
1	Monthly consolidated remuneration for providing one qualified electrician on contract basis (inclusive of all charges, duties etc.) & (exclusive of GST)		

Notes:

- The quoted amount shall be firm and fixed for the entire contract period.
- No escalation or additional charges shall be entertained.
- Quoted amount shall include all statutory liabilities, if any.
- We undertake to execute contract agreement with the Bank and to provide Performance Guarantee of **Rs.50,000/- (Rupees Fifty Thousand only)** within 7 days of confirming the selection.

Place:
Date:

Signature of Tenderer with Name & Seal

ANNEXURE – III
DECLARATION & UNDERTAKING

I/We, _____ (Name of Tenderer), hereby declare and undertake that:

I/We have carefully read and understood all the terms and conditions of the tender document for engagement of a qualified electrician on contract basis.

I/We agree to abide by the provisions of the Electricity Act, 2003 and Electricity Rules, 2003, and all other applicable statutory requirements.

I/We confirm that the electrician deployed shall possess valid qualification and license and shall strictly follow safety norms.

I/We understand that the engagement is purely contractual in nature, and the electrician shall not claim any employment rights with the Bank.

I/We shall be solely responsible for compliance with labour laws, statutory dues, safety obligations, and any liabilities arising out of the contract and by any act or negligence of the personnel engaged by me/us.

I/We agree that the Bank has the right to terminate the contract for unsatisfactory performance or safety violations.

I/We certify that all information and documents submitted along with the tender are true and correct.

Place:
Date:

Signature of Tenderer with Name & Seal