

ANNEXURE 13 Electrical Safety Audit

1. Scope of Work:

- Conduct Electrical Safety Audit of Kerala Gramin Bank branches/offices as per CEA Regulations, BIS Standards, IE Rules, NBC 2016 and other applicable codes.
- Inspection of wiring, earthing, distribution boards, panels, DG sets, UPS, fire safety interfaces, and load analysis.
- Submission of a detailed Audit Report with risk categorization, photographs, and recommendations for rectification.

2. Eligibility Criteria:

- The agency must be approved/accredited by State Electrical Inspectorate / CEA / NABL or be headed by a Chartered Electrical Engineer.
- At least 3 years' experience in conducting Electrical Safety Audits of buildings/offices/industrial premises.
- Should have carried out a minimum of 3 audits for Banks / PSU / Govt. Departments.

5. Documents to be submitted:

- Company profile and ownership details.
- Copies of Registration Certificate, PAN, GST, and Trade License.
- Work orders / completion certificates for past projects.
- Audited financial statements for the last 3 years.

6. Evaluation Criteria:

Applications will be evaluated based on eligibility, technical capability, experience, financial stability. The Bank reserves the right to review performance periodically. Non-submission of reports / poor quality audits / non-compliance with timelines may lead to removal from empanelment

7. Special Terms & Conditions

- The audit team should visit branches/offices as per schedule given by the Bank.
- Reports must be submitted within 15 working days of completion of audit at site.
- All audits must follow statutory guidelines and standard checklists prescribed by BIS / CEA / Electrical Inspectorate
- Instruments used for testing must be calibrated and valid calibration certificates should be produced.

8. Method of Awarding Contract:

- Rate quotes will be invited from the empaneled vendors every year.
- The rates will be valid for a period of 12 months.
- L1 will be the reference rate.
- Other vendors will be provided with an option to accept the L1 rates.
- The Bank's Area of Operation will be distributed among the vendors who are offering L1 rates.