



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

SP/286

Dated: 30.08.2024


Conducting the Audit of Electrical Energy & Electrical Earthing
of the building at IEI HQ premises
8, Gokhale Road, Kolkata 700020

Sealed quotation is invited for Conducting the Audit of Electrical Energy & Electrical Earthing of the building at IEI HQ premises at IEI HQ 8, Gokhale Road, Kolkata 700020

The sealed tender is to be submitted in prescribed format duly stamped and signed and dated on each page of the tender document as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature and stamp of the vendor/s.

The sealed tender duly superscribed, "Conducting the Audit of Electrical Energy & Electrical Earthing of the building at IEI HQ premises 8, Gokhale Road, Kolkata 700020" with Tender No. should be addressed to Deputy Director (Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., upto 16.00 hrs of 09 Sept 2024.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.


Deputy Director (IT & Administration)

AIMS:

The Institution of Engineers (India) shall conduct the audit of Electrical Energy & Electrical Earthing at the IEI HQ premises at 8, Gokhale Road, Kolkata-700020 to ensure electrical fire safety, electrical performance, identifying and mitigating the potential risks and vulnerabilities in the earthing system.

ELIGIBILITY CRITERIA OF THE BIDDER:

1. Bidder must be registered company field of Electrical Security Audit and certificate (copy) to be submitted.
2. Earthing Audit to be done by a Graduate Engineer having BE or equivalent degree and must hold valid Electrical Supervisory Licence. Supporting documents to be submitted.
3. Copy of company PAN card and GST Registration Certificate to be submitted.
4. The company should have Office/Workshop at Kolkata. This may be inspected by IEI authorities, if needed.

SCOPE OF WORK**A. Phase-1**

1. The vendor has to gather required information to carry out the job based on interaction with existing staff and conduct site survey in order to assess the actual scope of work
2. The earthing test shall include but not limited to:
 - a. IT Server Room Infrastructure including UPS
 - b. EPABX Room Infrastructure
 - c. Fire Pump Room Control Panel
 - d. LT Panel at Ground Floor
 - e. Lightening Arresters
 - f. Lift Control Rooms (Main & Annex Building)
3. First label Route mapping of electrical circuit of the building(Main Panel to each floor) and health of the connecting wire
4. Server room surge current safety and battery bank safety
5. Lift machine room earthing strip should be mentioned
6. Thermography test report has to be provided
7. Energy distribution in the building as per load
8. UPS power load sharing status
9. Earthing pits to be demarcated and checked properly
10. Preventive maintenance schedule of the panel boxes to be provided
11. Prepare a detailed audit report documenting the findings, test results and any deficiencies identified along with Risk Assessment
12. Provide recommendations for improvements or corrective actions to address the issues found

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B. Phase-2 (To be done by IEI)

IEI shall take necessary action for compliance based on the Audit Report of the successful Bidder. Phase-2 activity will be done by IEI within 60 days.

C. Phase-3

1. Verify compliance on the recommendation undertaken by IEI based on the Audit Report.
2. Issuance of compliance certificate if the Electrical Energy & Electrical Earthing of the building at IEI HQ premises meets all required standards and regulations.

PAYMENT TERMS:

- ❖ 50 % payment of the total work value shall be paid by IEI after successfully completion of the scope of work as mentioned in Phase-1.
- ❖ IEI shall complete Phase-2 work, if any, within 60 days based on the issuance of the audit report
- ❖ The balance payment shall be paid by IEI after issuance of compliance certificate as mentioned in Phase-3.

LAST DATE OF SUBMISSION
By 09 Sept 2024 at 4 pm

FINANCIAL BID

Audit of Electrical Energy & Electrical Earthing

Sl. No.	Description	Rate (Rs.)	GST Rate	Amount
1.	<u>Phase -1 Job</u> As mentioned in the scope of work			
2.	<u>Phase-3 Job</u> As mentioned in the scope of work			
Total:				

Name :

Designation :

Signature :

Company Name :

Address :

Phone No. :

E-mail :

Date :

Seal & Signature of the Bidder