



Notice No. Ho/A&S/PVS/443/2022-23

Date: 08.07.2022

ARYAVART BANK HEAD OFFICE
A-2/46 VIJAY KHAND GOMTINAGAR LUCKNOW

NOTICE FOR EMPANELMENT OF VENDOR FOR ELECTRIC AUDIT

Aryavart Bank invites notice for Empanelment of vendors from eligible experienced Agencies / Consultants / Firms having sound technical knowledge, experience for the purpose of Electrical Audit of Bank's branches and offices located in 26 districts of Uttar Pradesh which will be valid for three years.

The interested parties should submit their application with full particulars viz. details of registration with the concerned Government Departments /Statutory bodies/PWD/CPWD/MES/PSUs etc. They should enclose Income tax certificate for the last 3 years.

Requisite application form can be downloaded from our website www.aryavart-rrb.com. It may also be obtained from our office between 10.00 AM to 5.00 PM on Monday to (working) Saturdays on or before 07.08.2022.

The completely filled application form in the prescribed proforma along with all Appendices, Annexures, documents as required in a sealed envelope with superscription "Empanelment for Electrical Audit Work must reach the office of the undersigned on or before 5.00 p.m. on 07.08.2022.

Address-

**HEAD OFFICE, ARYAVART BANK (A&S DEPARTMENT),
A-2/46, VIJAY KHAND, GOMTINAGAR,
LUCKNOW, 226010, UTTAR PRADESH**

The Bank reserves the right to accept/reject any or all the application/s without assigning any reason thereof and no subsequent correspondence in this matter will be entertained.

Date: 08.07.2022


General Manager

Aryavart Bank





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INSTRUCTIONS TO APPLICANTS

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their technical financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close coordination with other agencies.
3. Decision of the Bank with regard to Enlistment of agencies will be final. The Bank is not bound to assign any reason therefore.
4. Each page of the notice should be signed by person/persons on behalf of the organization having necessary authorization/power of attorney to do so with the seal.
5. If the space in the Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating there in the part of the Proforma and serial number. Separate sheets shall be used for each part.
6. Any letter or document accompanying the prequalification form shall be submitted.
7. Applications containing false and/or inadequate information are liable for rejection.
8. The firm is required to submit-(i) Copy of PAN card (ii) Copy of GSTIN (iii) Copy of income tax return for last 3 years

Eligibility criteria for selection of vendor for empanelment for Electric Audit

The Agencies / Consultants / Firms must fulfill the following qualification criteria and enclose documentary proof for these with their application:

1. Should have a proper infrastructure/office in the state of Uttar Pradesh.
2. Should have minimum 03 (Three) years of experience in the field of electric audit of similar nature in Govt./PSU/Nationalized banks/Private firms.
3. Must have carried out electrical audit of at least 100 Bank Branches during last three years.
4. Should be an income tax/GST assessee and should have filed income tax /GST return for the last three assessment years.
5. The average financial turnover during last three years ended as on 31st March 2022 should at least be Rs. 10 (Ten) Lakh per year.
6. The minimum educational qualification of an electric auditor/consultant should be a diploma holder in electrical engineering (DEE) or BEE certification by Min. of Energy and Power. Bachelor degree in electrical engineering will be considered an additional advantage to the firm. The electrical auditor must be on the payroll on the firm.
7. The applicants could be a sole proprietary concern/partnership firm or a company and should be registered Firms/Companies wherever applicable. It should have valid GST Registration, and other statutory registrations such as EPF, ESI etc if applicable.





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Appendix "A"

Applicant's Profile

A- Basic Information-

Sr.	Particulars	Details
01	Name of the Company/Firm/Applicant and address of the registered office:- Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:-	
02	Date and year of establishment (enclose documentary evidence)	
03	Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
04	Name of the proprietor/partners/ Directors of application with address and phone no. (in case) a. b. c.	
05	Details of registration- (Enclose Certificate of Incorporation / Registration with appropriate authority for Partnership firms/ shop & establishment Act) (enclose documentary proof)	
06	Whether the firm has carried out similar works for Bank Branches. if so, give details. (Enclose Copy)	
07	No. of years of experience in the relevant field. (enclose certificate)	
08	Address of office through which the proposed work of the bank will be handed and the name & designation of the official in charge.	
10	Annual turnover for last three years - as certified by the chartered accounted (enclose copy of balance sheet & PL A/C of last 03 years)	Rs. for 2019-20 Rs. for 2020-21 Rs. for 2021-22





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11	Name of electrical auditor /engineer/inspector with Full details and qualification (enclose documentary proof)	
12	Enclose documentary proof that the electrical auditors / engineers are employees of the firm and are on firm's payroll)	
13	Whether electrical engineer/auditor /inspector is having valid BEE certification. (enclose certificate)	
14	GST Regn. Details (Enclose Copy)	
15	PAN No. Details (Enclose Copy)	
16	Details of registration with EPF, ESIC and Labour Organization (State / Central Govt. etc if applicable)	

B- Work experience & completed Works /projects

Sr.	Name of the project/work and employer	Nature of work	Work order No. & date (Enclose a copy of Work order)	No. of Branches/ offices audit conducted	Value of contract (Rs.)	Brief details of the dispute (if any)

NOTES:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Information shall be limited to the applicant. If any relevant data concerning the Group of Companies to which the applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.





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C- DOCUMENT CHECKLIST-

- | | |
|---|--------|
| 1. Copy of Notice duly signed and stamped | Yes/No |
| 2. Applicant Profile (Appx-A) | Yes/No |
| 3. Letter of Acceptance (Appx-B) | Yes/No |
| 4. Declaration (Appx-C) | Yes/No |
| 5. Other Documents | |
| i) Certificate of Registration of the firm | |
| ii) Copy of PAN, ITR, Balance sheets & PL statements of last 3 years | |
| iii) Copies of statutory registrations such as GST, EPF, ESI etc, as applicable | |
| iv) Documents in support of past/running contracts | |
| v) Documents to include qualification certificates of the electrical auditors | |

Date:

(Name & Signature with the seal)





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APPENDIX "B"

Acceptance of Terms and Conditions
(Letter to the Bank on the applicants's letterhead)

To,
The General Manager,
Aryavart Bank
Head Office,
A-2/46, Vijay Khand, Gomti Nagar,
Lucknow-226010.

Dear Sir,

Re: Empanelment of Vendor for Electric Audit of Branches/Offices of Aryavart Bank

With reference to the Notice on the captioned matter, I/we have read and understood the notice for pre-qualifications and instructions to the applicants forming part of the Notice, hereby enclose our application for empanelment with your Bank for the electrical audit of Branches/Offices.

I/we do hereby declare that the information furnished in the Proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief. In case any information supplied by me/us to the Bank is found to be incorrect at any stage in future, the Bank will be at liberty to remove me/us from the list of panel.

Yours faithfully,

Signature

Name:
Designation
Address:
Place:
Date:

SEAL





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APPENDIX "C"

Declaration Certificate for Electrical Auditor
(Letter to the Bank on the applicant's letterhead)

To,
The General Manager,
Aryavart Bank
Head Office,
A-2/46, Vijay Khand, Gomti Nagar,
Lucknow-226010.

Dear Sir,

We hereby declare that-

- a) the following Electrical Auditor(s) are on the payroll of our company/firm i.e. M/s _____, who will carry out the electrical audit work in your Branches / Offices which details are as under:-

Sr	Name of Auditor	Qualification	Name of certification from BEE	Certificate No.	Designation in company	Employed Since

OR

- b) I, _____ am the Proprietor / Partner / Director of M/s _____ and I confirm that I have the requisite qualification of an Electrical Auditor as per the NIT and shall undertake the audit myself as and when awarded. (strike out a) or b) above, whichever is not applicable)

The particulars of details of Electrical Auditors(s) as given above are correct. In case of there being any change, the same shall be conveyed to the Bank while responding to any notice seeking quotations for award of contract during the period of empanelment.

I/We undertake that in case details as submitted in the Tender are found incorrect/untrue at any stage during the period of empanelment, I/We shall be liable for termination of any awarded contract and/or termination of the empanelment including any legal action as deemed fit by the Bank as per the policy of Bank

Date:

(Name & Signature with the seal)