



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Date:12/04/2025

Tender No: TMC/ACTREC/ENGG/YM /SQ-185/Electrical Safety audit for CRC/2025.

To,

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\_\_\_\_\_

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**Short Term Tender**

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata Memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Electrical Safety audit for CRC and Ward Block building at ACTREC Campus.	1,85,000/-	3,700/-	NIL

Earnest Money deposit 2% of the Tender amount i.e. Rs. 3,700/-to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs. 3,700/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of a Cheque will not be accept
- 3) Agencies have to submit EMD in the prescribed format, failure to submit EMD before the closing date of the tender will lead to summary rejection of the bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.



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**Submission of Tender:**

The Quotation is to be submitted in a sealed envelope subscribed “Electrical Safety audit for CRC and Ward Block building at ACTREC Campus.”

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period. 5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Tender No:** TMC/ACTREC/ENGG/YM /SQ-185/Electrical Safety audit for CRC/2025.

A sealed Quotation must be entered and endorsed at the main gate before due date and time. Envelopes received without endorsement at the main gate and or after the stipulated time will not be entertained.

**Financial bids will be submitted in the given format only.**

**Variation in Financial bid format is not accepted and failing to do so will lead to disqualification and rejection of bid.**

The tender document can be purchased from 2<sup>nd</sup> floor, KS-203 Engineering Services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

**Purchase Date of tender: from 16/04/2025 to 24/04/2025 13:00 Hrs.**

**The last date of submission of hard copy of Tender is: 24/04/2025, 13:00 Hrs**

**Date of Opening of Tender: 24/04/2025, 15:30 Hrs in the presence of tenderers or their authorized representative present at the time of opening.**

An authorized representative of the agency can visit the site to know the actual scope of work and to clarify any queries before quoting.



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The agency can contact on:

Phone No: 022-6873/ 2740 5700, 5010

Email- 'ymeena@actrec.gov.in', tender.engg@actrec.gov.in

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within 3 Months from the date of issue of work order (including 15 days reckoned period) in accordance with the time schedule.

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period.

5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Scope of work:**

Electrical safety audit for CRC and Ward Block building at ACTREC campus.

To inspect and conduct auditing of Electrical System and all the safety aspects to identify the erroneous zones (if any), in the existing electrical system and equipment / installation and make recommendations thereon which would facilitate updating / modernizing / revamping of the system. The audit shall consider the requirements of OISD Standards, Indian Standards, Indian Electricity Rules particularly on the inspection and maintenance of equipment and as per Hazardous area specifications/ amended from time to time.

Following major equipment including HT, LT, FLP Fittings and all electrical equipment, earthing, bonding etc. shall be inspected for their safety & integrity but shall not be limited to it:

- Transformers
- Circuit Breakers
- Bus bars
- Cables v. Electrical equipment in hazardous areas.
- HT/LT motors
- Starters and local control stations
- Power and motor control centers
- Protective scheme and its sufficiency
- DG Sets xi. Capacitor Banks



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- Main lighting boards and changeover switches
- Earthing system
- Firefighting system
- Hardware like GI wires, cable glands, junction boxes, cable trays, cables.
- Electrical Panels

**Scopes-A**

1. Electrical power quality analysis 3ph , 1ph for all DG set , Transformer LT panels , distribution boards, UPS , APFC panels with built in clamp meter , voltage probes @ 415volt , 50HZ to measure
2. Analysis for Voltage , current , KW, KVA, Hz, PF , Harmonics , flicker sags , swells , blackouts , burnouts , voltage and current imbalance , total harmonic distortions, crest factor etc.
3. IR thermography for detecting hot spots in panels, motors and utilities with using Non-contract infra-red thermal imaging camera.
4. True RMS DMM to measure voltages, current resistance.
5. Electrical earthing system assessment and testing.
6. Assessment of loads balance and checking on unbalance within building.
7. Evaluation of nonlinear loads in the building and their impact on power quality
8. Thermal imaging of all electrical meters, LT power cables, lighting and power DB, UPS DB & preparing load list per floor of building.
9. Imaging report on individual main lighting DB, power DB.
10. Assessment of electrical safety devices.
11. Emergency preparedness to handle electrical disasters within building.
12. Cabling system layouts, termination arrangements, overloading of cables, panels, DB.
13. Assessment of total connected load and collection of data.
14. Analysis of past electricity consumption.
15. . Actual measurements and observation of electrical parameters.
16. Projection of safety and anticipated risk and prevention
17. Suitable recommendation based on the analysis.
18. Economical aspect of study conducted.
19. Overloading analysis of each breaker and cable according to load.
20. Agency has to submit hard copies of complete electrical safety audit for CRI, animal house building with recommendation for rectifying any faults in electrical system.
21. Hard copies of colour images of thermography to be submitted.

**Scopes-B**

- Adequacy / Overloading of the cables by physical inspecting inside the panel.



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- Load imbalance by using Power Analyser at every floor to verify the load at each phase.
- Earth pit testing will be measured online without hampering the business with the help of Online Earth tester near to the panel and at Earth pits.
- Earth leak current measurement will be measured with the same process of Online Earth Tester across the panel.
- Thermal imaging of electrical panels will be checked during full load operation hours without taking any shutdown for determining the hot spot inside the panel.
- Adequacy of safety devices including MCBs / ELCBs/RCCB by physically inspecting the ratings of MCCB, MCB, RCCB, Breakers Etc. Physically checking the settings of the breaker installed as per the load requirement installed for the floor.
- Checking Capacitor Banks on Every Floor by measuring the KVAR of Each bank and checking for any abnormality along with recommendations.
- Verifying the electricity, Bills for any overloading or Sanctioned demand.
- Review and take notes of connected load at all Floor and analyze the KW load which should be within permissible range of Sanctioned demand.
- Visual inspection of the electrical system for any loose wirings, joints inside the panel, DB.
- Checking the installation of Electrical systems, which comply with Statutory Rules I.e. Indian National Electric Code CEA Regulation 2010, IEEE -519 standards.
- Harmonics testing by installing the Power Analyzer inside the panel.
- Physically checking at all floor areas for any Electrical Fire Hazards potential, with recommendation.
- Competency and Adequacy of Electrical Personnel handling Electrical Systems.
- Verifying History Electrical Accident Investigation procedure.
- Verifying availability of Electrical Single Line Diagram / Lay out Diagram / Equipment Layout / Electrical Control diagram.



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- Review of the importance given to electrical safety in the company safety policy, safety committee, continuous Electrical risk identification etc.
- Checking the availability of Fire Related observations in terms of Availability for Fire Extinguishers, Fire Alarm Systems.

### **Scopes-C**

1. Study of existing safety measures, procedures and system for controlling electrical hazards being followed in the office with respect to statutory and regulatory requirements, electricity rules etc. and suggest for further measures in case of any gap.
2. Preparation of single line diagram (SLD) of Electrical Installation from HT panel to Floor panels, covering transformers, main LT panel, capacitor panel, DG set, UPS Panel etc. The SLD should indicate the ratings of the equipment, feeders, relay settings (wherever possible) etc...
3. Preparation of earthing layout encompassing all the accessible and working earth pits in the office premises. Each earth pit should be given a unique identification number and marked on building plan.
4. Earth Resistance Testing The earth resistance testing shall be carried out to measure the earth resistance on all the earth pits and its compliance with respect to Indian Electricity Rules may be verified. The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.
5. Identification of any unbalancing of loads. The unbalancing/overloading, if any, in the electrical installation viz. transformers, LT panels, Emergency panel, Floor Distribution Panels, Distribution Boards etc shall be identified with the help of measuring equipment.
6. Identification of Hot Spots using thermal camera: The hot spots, if any, in the electrical installation panels and distribution boards shall be identified with the help of thermal imaging/thermography.
7. Checking Record of test reports carried out by the OEMs or their authorized representatives for proper functioning of transformers, HT/LT switchgear and proper functioning of their protective relays, failsafe interlocking of Circuit breakers
8. Checking of Elevators for passenger and freight/bullion movement and passenger safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, firemen control/switch, wiring in shaft and machine room etc. provided in the lift installations and gaps if any shall be identified and indicated in the audit report.
9. Physical inspection of the sources of power supply viz Transformers, substation equipment, DG set, UPS installations and associated power distribution electrical installations including power supply systems & wirings for server rooms, IT equipment etc. shall be done with reference to applicable Indian standards, Indian Electricity Rules 14 and other relevant codes of practice. Any leakage of oil in transformer, capacitor ACTREC, and diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc to be checked.
10. Checking provisions and sufficiency of AC services comprising AC units/ PAC systems and





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ventilation systems in areas housing electrical/IT equipment in 24x7x365 operations namely UPS systems, battery rooms, server rooms etc as per existing circulars and guidelines issued by the ACTREC Checking of the alternate operation of the standby fans/AC units through timers or any OEM installed logic circuits etc for proper operation.

11. Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof as per Premises Department Manual (Para 4.11) shall be done.

12. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.

13. Checking of the protection devices in upstream and downstream switchgears and their settings to ensure that the same are in the desired graded manner as designed as per the requirements of existing standards including setting/adequacy of ELCB and their ratings for earth leakage protection.

14. Checking of the Lightning protection system of the building and ensuring that lightning arrestors are connected to two isolated earth pits. These pits should not be connected to electrical system earth.

15. Checking of Illumination level in various working area as per standard and identifying gaps/shortfalls if any as per process/area requirement. 16. Checking of the provision of electrical shock treatment chart in Hindi and local language near electrical equipment and substation. Checking the record of the training provided to the electrical staff on electrical safety, shock treatment and to handle emergencies and artificial respiration.

17. Checking the log of electrical accidents maintained.

18. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.

19. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.

20. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.

21. Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installations. It is to be ensured that Fire buckets filled with free-flowing sand and DCP/CO2 fire extinguishers are provided near electrical substation and electrical panel locations. 15

22. Verifying that all the workmen engaged on electrical installation work has been provided Personal Protective Equipment (PPE) i.e. insulated gloves, safety shoes and insulated tools etc. and the same are being used. These equipment's should be periodically checked for their proper functioning.

23. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.

24. To check the provision of insulated mats of ISI mark in front of all the electrical panels.

25. To check the provision and use of proper height, strong and properly insulated ladders for the maintenance work.

26. To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.



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27. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety
28. To provide standard operating and maintenance procedure for electrical substation equipment

**Payment Terms:**

1. RA bills payment shall be settled for the work actually executed by the agency for any particular work and executed quantities items wise will be billed as running account bills.
2. A joint measurement will be done during the final RA bill between Contractor & Engineer-in-Charge.
3. Final bill (last 30%) will be settled after completion of Electrical Safety Audit and submission of final report to the ACTREC after incorporating the corrections/inclusions as may be suggested by ACTREC
4. Payments will be done as per actual work done.
5. The contractor has to forward their GST invoice

**Safety:**

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazard to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labor.

The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

**General Conditions:**

Agency has to carry out Police verification (Character and antecedent verification) of all the labors and supervisor those are to be engaged for the execution and work completion.





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**Documents to be submitted:**

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)  
**Copy of similar work order/completion certificate such as agency should have experience in Electrical safety audit of electrical systems with hospital, plants, manufacturing companies, banks, big hotel, big malls, electrical related work etc. preferably in Hospitals/ corporates/ Govt. offices and related sectors etc.**
4. All required documents to be submitted along with the Tender duly signed & stamp
5. Self-declaration Make in India as given below:

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Encl: 1} Blank Schedule of Quantities separately



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**NOTE:**

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.
- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date

Contractor  
Seal & Signature



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**Make in India Status  
(To be executed on letter head of bidder)**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/  
☐ Class-II Local Supplier/  
☐ Non-Local Supplier.

We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or  
☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.



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**Bid Security Declaration**  
**(To be executed on letter head of bidder)**

(Ref ITB-clause 9.2)

Note: Submit as Form 7 as part of Technical bid, a Bid Securing Declaration In lieu of in the following format.

**Bid Securing Declaration**

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To

Officer in charge, Engineering Services

ACTREC-TMC

Ref: Tender Document No. TMC/ACTREC/ENGG/YM /SQ-185/Electrical Safety audit for CRC/2025.

Tender Title: "Electrical Safety audit for CRC and Ward Block building at ACTREC Campus."

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration instead of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in ACTREC-TMC for 2 years from the date of opening of this bid and the Earnest money deposit will be forfeited, if we breach our obligation(s) under the tender conditions if we:

withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;  
or being notified within the bid validity of the acceptance of our bid by the ACTREC:



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- (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
- (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place..... [ insert place of signing]

DA:.....



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<b>VENDOR DATA SHEET</b>			
<b>S. NO</b>	<b>PARTICULARS</b>	<b>DATA TO BE FILLED UP</b>	<b>REMARKS</b>
<b>DETAIL OF THE AGENCY:</b>			
1	Name of the Agency		
2	Type of Firm Proprietorship/ Partnership/Limited Company/ any other		
3	Registration details with PWD/CPWD and any other Govt. Dept.		
4	Year of establishment		
5	Postal address		
6	Contact No. with STD code		
7	Name of Contact person		
8	Mobile No.		
9	E-mail ID		
10	Name of Bank		
11	IFSC code		
12	Account No.		
13	PAN Card		
14	GST No.		



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Compliance form-1**

NIT: TMC/ACTREC/ENGG/YM /SQ-185/Electrical Safety audit for CRC/2025.

<b>Sr.No</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Compliance from agency (Yes/No)</b>
<b>1</b>	Electrical Safety Audit of entire CRC Building including Canteen, D-block and main gate	Nos.	1.00	
<b>2</b>	Electrical Safety Audit of entire Ward Block Building	Nos.	1.00	





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**Compliance form-2**

NIT: TMC/ACTREC/ENGG/YM /SQ-185/Electrical Safety audit for CRC/2025.

Name of the Vendor		
Sr. No	Description	Compliance from agency(Yes/No)
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	Are there any deviations from (bidder) side	
7	If yes, deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC-ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the center.	

**Officer-in-Charge,  
Engineering Services,  
ACTREC**