



**REPCO HOME FINANCE LTD
ADMINISTRATION DEPARTMENT**

NOTICE INVITING TENDER FOR ELECTRICAL AUDIT FOR ALL RHFL OFFICES

I. ABOUT REPCO HOME FINANCE LTD (RHFL):

RHFL is a professionally managed housing finance company headquartered in Chennai, Tamil Nadu. The company was incorporated in April 2000 to tap the growth potential in the housing finance market. We had been registered with National Housing Bank. As of now, RHFL is operating through 203 branches, 10 Regional Offices and 31 satellite centers in Tamil Nadu, Andhra Pradesh, Telangana, Jharkhand, Kerala, Karnataka, Maharashtra, Madhya Pradesh, Gujarat, Odisha, West Bengal, Rajasthan, and Puducherry. All these branches and Satellite Centers are connected with Corporate Office through a Core Banking Platform.

II. REQUIREMENT DETAILS:

Sealed tenders are invited by M/s Repco Home Finance Ltd., (here in after referred as RHFL) Chennai, from reputed and eligible firms for undertaking Electrical Audits at all our branch and office premises across India for one year period. The selection process will follow a Two-Bid System comprising:

- 1. Technical Bid**
- 2. Commercial Bid**

The bidders must meet the eligibility criteria specified for undertaking the work as detailed in the tender document. The work is to be carried out in accordance with the RHFL's General Conditions of Contract, Special Terms & Conditions of Contract, Particular Terms & Conditions of Contract, Standard Specifications, Extent of Work, and Special Instructions to Bidders, as provided in the subsequent pages and annexures.

Description of Work	Carrying out Electrical Audit work at various locations across India.
Place of work	At all identified branches
Cost of work	To be quoted as per the Commercial bid format
Earnest Money Deposit	Payment of Rs.1,50,000/- to be made in the form of Banker's cheque / Demand draft payable in the name of "Repco home Finance Ltd"
Tender Publish Date	12.11.2025
Empanelment period	One year from the date of empanelment order
Last date for submission bids	24.11.2025

Date of Opening of Technical Bids	25.11.2025
Contact person name	Mr. M. Vimalkumar, Assistant General Manager
Contact number	8778906698/9789135599
Place of submission of Bids & opening of bids	Repco Home Finance Ltd Alexander Square Third Floor, Old No: 34/35 New No: 2 Sardar Patel Road, Guindy, Chennai - 600032
E-mail id for correspondence	admin@repcohome.com

Invitation for Tender / Bids (Electrical Audit) – Terms & conditions

1. Repco Home Finance Ltd., Chennai invites sealed tenders/bids from eligible electrical consultants/firms for conducting Electrical Audits at all its branch and office locations.
2. The Bidders are required to submit their response in two separate sealed covers, clearly super-scribed as:
“Technical Bid for the Electrical Audit of Branches”
“Commercial Bid for the Electrical Audit of Branches”
3. Repco Home Finance Ltd. reserves the right to accept or reject, in part or in full, any or all offers without assigning any reason at any stage of the tendering process.
4. Bids submitted after the deadline for any reason will not be entertained.
5. The tender documents submitted shall remain valid for a period of 90 days from the date of opening. This will be binding on all bidders.
6. The tender document is non-transferable. The selected bidder must execute the work through their authorized employees only. Subcontracting is not permitted
7. All documents submitted with the bid must be signed by the authorized signatory of the firm/company.
8. The list of branches/offices to be audited is subject to change at the sole discretion of Repco Home Finance Ltd.

Earnest Money Deposit (EMD):

- An EMD of Rs.1,50,000/- must be submitted via Banker’s Cheque / Demand Draft drawn in favor of: “REPCO HOME FINANCE LTD, payable at Chennai.
- The EMD instrument must be enclosed with the Technical Bid only.
- The EMD must be issued on or after the publication date of this tender document.
- Failure to submit the EMD will render the bid invalid.
- The EMD will be refunded to all non-selected bidders after finalization of the L-1 bidder.
- The EMD of the L-1 bidder will be returned only upon satisfactory completion of the assigned first 10 work.

9. It is the sole responsibility of the bidder to ensure that their firm fully complies with all eligibility criteria stipulated in the tender document. All relevant supporting documents must be enclosed with the Technical Bid at the time of submission.
10. During the evaluation process, if RHFL requires any verification or clarification, the same will be communicated to the bidder. The bidder is expected to furnish the requested documents within a reasonable timeframe as specified by RHFL.
11. During the evaluation process, if RHFL requires any verification or clarification, the same will be communicated to the bidder. The bidder is expected to furnish the requested documents within a reasonable timeframe as specified by RHFL.
12. All participating bidders are therefore strongly advised to carefully review the tender requirements and ensure that all necessary documents are included in the Technical Bid at the initial stage itself to avoid disqualification.

Eligibility criteria of the bidder:

The bidder/consultant/firm/company must fulfill the following criteria:

- a) The bidder/firm should have valid Industrial C-License to perform or supervise electrical work and have a minimum of five (5) years of experience in executing similar works. Supporting documents shall be annexed with the technical bid.
- b) Bidders are required to submit their full bio-data in the enclosed proforma, giving details of their organization, experience, technical personnel, competence, etc.
- c) The minimum educational qualification of the electrical auditor/consultant should be a Diploma in Electrical Engineering (DEEE) or BEE Certification issued by the Ministry of Power/Energy. A Bachelor's degree in Electrical Engineering will be considered an additional advantage for the firm.
- d) The bidder should submit a copy of the registration certificate of the firm.
- e) The bidder should have a valid Sales Tax/TIN/GST number, whichever is applicable.
- f) Employees deputed to branches should carry valid ID proof at all times along with a copy of the work order.

Safety and Liability Conditions

All necessary precautions shall be taken by the bidder/electrical auditor while executing audit work at all locations. The bidder shall be fully responsible for:

- Any injuries to workers, staff, or third parties.
- Any damage to the structural and/or decorative parts of property arising due to their operations or negligence by themselves or their employees

Scope of Work

1. The bidder shall visit all the locations/offices on issuance of empanelment order at their own cost, during the working days and hours of the branches, and shall inspect the existing electrical infrastructure.
2. The bidder shall prepare and submit a Single Line Diagram (SLD) of the electrical system for each branch/office. The SLD for each branch shall be attached as a separate sheet in the respective audit report. A compiled copy of all SLDs shall also be submitted to the Corporate Office upon completion of the audit.
3. The bidder shall capture and submit photographs of each branch visited, including any identified problematic areas. These photographs shall be submitted to the Corporate Office in soft copy format after completion of the audit at all locations.
4. The bidder shall provide technical specifications and ratings for wires, cables, and electrical equipment along with recommendations. These shall be submitted in a separate sheet for each branch/office in the corresponding audit report.
5. Upon completion of the rectification work, the auditor shall revisit the site to verify that all recommended corrective actions have been properly implemented. The auditor shall then issue a certification confirming that the branch is electrically safe and compliant in all related aspects.
6. No additional charges shall be paid to the bidder apart from the prices quoted in the commercial bid.
7. From the date of issuance of the work order for conducting the electrical audit, the bidder shall complete the audit at all locations within one hundred (100) working days.

Payment Terms:

The payment for the electrical audit of each office shall be released upon submission of the following:

- a) A valid GST Invoice for the work carried out.
- b) The complete electrical audit report with concerned branch acknowledgement, including the Single Line Diagram (SLD).
- c) Separate invoice should be submitted for audit inspection with report and verification of rectification completion.
- d) Payment will be released within 10 working days post submission of invoice (subject to branch confirmation).

Penalty Terms:

Failure by the bidder to complete the audit within the stipulated time shall attract a monetary penalty of Rs. 100/- (Rupees One Hundred only) per branch per day, subject to a maximum of Rs. 2,000/- (Rupees Two Thousand only) per branch.

TECHNICAL BID

Basic Information about the Firm / Organization:

S. No.	Information	Details	Documents Enclosed
1	Name of the Firm/Company along with Address Contact Details Name of Contact Person Phone No. E-mail ID Website (if any)		
3	Date and Year of Establishment (Enclose relevant documents)		
4	Type of Organization (Sole Proprietorship / Partnership / Private Ltd.)		
5	Details of Registration (Documentary evidence to be enclosed)		
6	Details of Electrical Audit Work Orders executed with Govt./PSU/Banks/NBFCs etc. (Documentary evidence to be enclosed)		
7	Number of Years of Experience in Electrical Audit Works (Certificate to be enclosed)		
8	Income Tax Returns & Balance Sheets of the last three (3) years (Documentary evidence to be enclosed)		
9	Name of Electrical Auditors/Engineers/Inspectors (Full details along with qualifications – enclose documents)		
10	Whether the Electrical Auditor/Engineer/Inspector has valid BEE/DEE Certification (Enclose certificate)		
11	Income Tax PAN Number		
12	GST Number		
13	Whether any Engineer/Electrical Auditor has EA Registration from Bureau of Energy Efficiency? (If yes, enclose documentary evidence)		

GRIEVANCE MECHANISM:

Any vendor or bidder participating in this tender process who is aggrieved by any decision or action taken by the Company may submit a formal representation outlining the nature of the grievance. The representation must be made in writing and submitted within 10 (ten) days from the date of completion of the tender process.

The written grievance should clearly state the following:

- Name and contact details of the vendor
- Tender reference number
- Specific details of the grievance, including any relevant documentation
- Relief or resolution sought

All grievances must be addressed to:

The Chief Operating Officer

Repco Home Finance Ltd
Third Floor, Alexander Square
New No. 2, Sardar Patel Road
Guindy, Chennai – 600 032.

The Company shall review the grievance and take appropriate action, if deemed necessary, within a reasonable time frame. The decision of the Company in this regard shall be final and binding.

Commercial Bid for Electrical Audit

With reference to tender document for electrical audit for various branches / offices, we are pleased to offer our best quote for carrying out the work as mentioned in scope of work. We confirm that the electrical audit reports shall be submitted in prescribed formats as per the scope of work.

S.No.	Description of work	Rate Per branch / office	GST & other applicable taxes	Total amount per branch
1	Electrical Audit of all our listed branches & regional offices mentioned in the tender notification. The rate shall include labor cost, travelling, equipment handling etc.,			

The individual rate per out station branch in words: _____

We understand that in case of difference of amount mentioned in words and numbers, the value mentioned in words shall prevail to decide on the L-1 Bidder.

All terms and conditions mentioned in the tender document are acceptable to us and shall be binding on us.

(Signature of Bidder with Seal of Firm)

List of Branch / Office Locations where Electrical Audit is to be undertaken WILL BE INTIMATED WITH THE WORK ORDER TO THE QUALIFIED BIDDER

CHECK-LIST FOR DOCUMENTS TO BE SUBMITTED BY BIDDERS

Bidders are requested to check the enclosures mentioned below. The list is only indicative and not exhaustive.

Annexure-1**Electrical Audit Inspection Report – Branch / Office****Branch No.:****Branch Name:**

S.No.	Description	Details	Remarks
1	Date of current inspection		
2	Date of previous inspection (if any)		
3	Date of compliance report submitted previously		
4	Total power load sanctioned by electricity supplier. Whether branch is running on 3-Phase or Single Phase?	Three phase /Single phase	
5	Total connected load of the premises		
6	Existing maximum power demand of the premises		
7	Whether enhancement of power load is required?	Yes/No	
8	Whether existing energy meter is adequate to cater to existing maximum demand? If NOT, what enhancement is required?	Yes/No	
9	Whether existing main MCB is adequate to cater to total connected load of premises? If NOT, what is the enhancement required?	Yes/No	
10	Value of earth resistance measured. If NOT within tolerable limit, whether additional Value of earth resistance measured. If NOT within tolerable limit, whether additional work is required? work is required?	Yes/No	
11	What is the value and if NOT within the tolerable limit, whether additional work is required?	Yes/No	
12	Whether all MCBs were checked for adequacy of capacity and loose connections?	Yes/No	
13	Whether all cables and wires are checked for its adequate crating and loose connection?	Yes/No	
14	Whether UPS and its battery bank is safely placed away from inflammable materials?	Yes/No	
15	Whether adequate capacity contactor is used for timers used in changeover of Air Conditioners and for signage boards to make auto ON/ OFF?	Yes/No	
16	Whether all Panel boards and distribution boards were opened and checked for overheating, loose contact, blackening etc? Details of locations where overheating / loose contact /blackening is observed.	Yes/No	

17	Whether all Switch boards connected for Computer, Printer, Fax, Modem, Router etc., opened and checked for overheating, loose contacts, blackening etc? Details of locations where overheating / loose contact /blackening is observed.	Yes/No	
18	Whether lightening arrestor provided for the building in which is the Branch?	Yes/No	
19	Whether water seepage is observed near any of the electrical equipment's and wirings?	Yes/No	
20	Whether provision is there in such a way that entire electrical system which is not in use at night can be isolated by means of an isolator / industrial socket/MCB		
22	Whether electrical equipment and gadgets have got isolation facility/Switch	Yes/No	
23	Whether jointing of wire / cables exit or not	Yes/No	
24	Whether any unwanted live or dead wires are kept open inthe premises?	Yes/No	
25	Whether any loose contact is observed in any of the plug and sockets?	Yes/No	
26	Whether any extension box or spike buster is used in the premises? If used, whether Manager is advised to change the same with fixed switch boards?	Yes/No	
27	Whether the wiring materials, MCB etc used are of reputedmake?	Yes/No	
28	Whether RCCB/RCBO/ELCB is provided in the premises?	Yes/No	
29	Whether all Switch Gears such as MCB, ELCB, SFU etc. are tested for its functionality?	Yes/No	
30	Whether adequate number of smoke and heat detectorsare in place and also whether they are in working condition?	Yes/No	
31	Whether any unauthorized taping of electrical connectionobserved in the Branch premises?	Yes/No	

Any other observation / Recommendations should be submitted on separate letter head.
Report along with this format shall be submitted on letter head of the consultant.

Signature & Stamp of the Engineer/Electrical Consultant

Date:

Place:

Name of Engineer/ Electrical Consultant

Along with the above points, inspection is also to be carried out:

34	Whether all the equipment available for running the branch setup like computers, network equipment (Switch, Router, Modem etc) are connected to UPS points or not. If not, details of equipment not connected to UPS.	Yes/No	
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35	UPS support time at the branch to be informed. AMC / Preventive maintenance record checking is to be carried out.		
36	In case any sub-meter installed, location details thereof, and the working condition of the same.		

Annexure - II

Compliance of terms and conditions -in Technical Bid

I/We have read and understood the instructions and the terms and conditions contained in the tender document.

I/We hereby declare that the information furnished in response to the tender document, along with other supplementary sheets, is true and correct to the best of my/our knowledge and belief.

In the event of selection of my/our bid for the electrical audit work, I/We undertake to carry out the audit in accordance with the terms and conditions stipulated therein

Signature of Authorized Signatory: _____

Name of Authorized Signatory: _____

Designation: _____

Address of firm: _____

Place:

Date:

Annexure III –Report to be submitted to Branch & CO at the end of audit

Details of Equipment used at the Branch:

Details of electrical appliances being used at the branch to be summarized as below:

S.No.	Item Name	No. of equipment used at branch	Connected on UPS or Not	Observations if any
1	Network Switch			
2	Network Router			
3	Network Modem			
4	Gateway PC			
5	Scanner			
6	Laser Printer			
7	Inkjet Printer			
8	Lights			
9	Fans / Cooler			
10	AC Units (split / Window)			
11	UPS capacity			
12	No. of batteries of UPS			
13	CCTV & functioning of all cameras			
14	Fire Alarm / Burglary alarm			
15	Inverter details, if any			
16	No. of batteries of Inverter			
17	Any other items – please specify			

Annexure IV –Report to be submitted to Branch & CO at the end of audit

Details of Equipment used at the Branch:

Details of electrical appliances being used at the branch to be summarized as below:

S.No.	Item Name	No. of equipment used at branch	Connected on UPS or Not	Observations if any
1	Network Switch			
2	Network Router			
3	Network Modem			
4	Gateway PC			
5	Scanner			
6	Laser Printer			
7	Inkjet Printer			
8	Lights			
9	Fans / Cooler			
10	AC Units (split / Window)			
11	UPS capacity			
12	No. of batteries of UPS			
13	CCTV & functioning of all cameras			
14	Fire Alarm / Burglary alarm			
15	Inverter details, if any			
16	No. of batteries of Inverter			
17	Any other items – please specify			

Annexure V – Summary Report

Summary of Recommendations for Branch Office Code: Branch Name:

Sr. No.	Location Details	Observation	Recommendation for defects observed.

Overall Risk Rating – High / Medium / Low