

**Government of West Bengal
Department of Fire & Emergency Services**

**NOTICE INVITING "EXPRESSION OF INTEREST (EOI)"
FOR
"Engagement of Third Party Agencies in the Department of
Fire & Emergency Services"**

EOI NOTICE NO. 651/FES-15012/1/2025, DATED 11/07/2025.

The Department of Fire & Emergency Services under the Government of West Bengal (henceforth called as the Department) intends to engage/empanel 'Third Party Agencies' for various services being rendered by this Department.

For this purpose, the Department invites Expression of Interest (EOI) from the interested, established, qualified and reputed business organizations/agencies/firms.

Interested parties are requested to refer the terms and conditions as laid down in this notice and submit their EOI as per Annexure-I within **12/08/2025 at 16:00 hrs.**

The pre-bid meeting will be held on 30/07/2025 at 15:00 hours in this office in physical mode. The participants are requested to submit their queries by 25/07/2025. The EOI details should be submitted in through wbenders.gov.in/ through sealed envelope as per the format. It may be noted that submission of EOI does not in any way constitute any kind of commitment on the part of this Department.

EOI Inviting Authority : The Additional Secretary of this Department.

For more details necessary correspondences have to be made with:
Shri Partha Pal, WBSS, Assistant Secretary of this Department.

1. Introduction

The Department of Fire & Emergency Services under the Government West Bengal (hereinafter referred to as Department caters to various online public services, like Fire Safety Recommendations (FSR), Revised Fire Safety Recommendation (RFSR), Fire Safety Certificate (FSC), Renewal of Fire of Safety Certificate (RFSC), Grant of Fire Licenses (GFL), Renewal of Fire Safety Licenses (RFSL) *etc* based on physical inspection of the unit/occupancy/applicant.

2. Intent of the EOI

- i. EOI is requested for engagement/empanelment of 'Third Party Agencies' for various services being rendered by this Department. Interested parties shall have to submit their proposals along with statutory documents, credentials, Audited Accounts of the organization for last three consecutive financial years with the EOI letter as per Annexure-A.
- ii. A Departmental Selection Committee will be constituted in this regard for identification of good quality agencies that can then compete for the empanelment with the threshold price, either discovered through EOI or assessed by the Departmental Selection Committee.
- iii. There will be a pre-bid meeting for the EOI and after completion of the EOI process; tender on the respective jobs will be floated with specific eligibility criteria, scope and terms & conditions. The shortlisted firm/bidders of EOI process will be allowed to participate in the tender process subject to fulfillment of tender eligibility criteria.
- iv. Through tender process, eligible bidders who quote the lowest offered value (L_1) than that of threshold price will be selected as successful bidder for the respective job. In case, the other bidders agree to work on the L_1 rate, they will also be empanelled for that particular job.
- v. The empanelled agencies would be given an "empanelment certificate" for the respective job with specific terms & conditions and period of empanelment. The initial empanelment will remain valid for 3 years which will be renewed based on performance. Any mal-performance and malpractice shall make the empanelment null & void.
- vi. The exact terms and conditions will be communicated later during the tender phase.

3. Scope of work

The Department intends to engage third party agencies for the following types of jobs.

- i. Inspection of occupancies intending to get FSR, RFSR, FSC, RFSC for high-risk buildings having height between 7 to 14.5 Mt, and premises for storing and/or processing of hazardous substances having area between 500 to 2000 Sq. Mt and submit Inspection Report to the Director General (DG) Office for issuance of FSR, RFSR, FSC, RFSC to the owners or occupancies.
- ii. Inspection of occupancies intending to get GFL or RFSL for the **above type** of buildings & premises **and below** and to submit Inspection Report to the Divisional Fire Officer (DFO) for issuance of GFL or RFSL to the owners or occupancies.

- iii. Examination and authentication of building plans, layout drawings and other enclosures etc. under the superintendence of the Director General, WBF&ES towards issuance of FSR, RFSR, FSC, RFSC, GFL, RFSL to the owners or occupancies.
- iv. As a part of inspection of occupancies, testing the working performances of the fire prevention and fire safety appliances of the occupancy; issuing necessary requisition/recommendation of fire safety to the owners or occupancies under the superintendence of the DFO/Collector/DG, WBF&ES.

4. Eligibility Criteria

- i. The agency should have at least 1 Grade-I Fire Officer/Diploma Fire Engineer (NFSC) with 5 years experience/Civil Engineer.
- ii. The agency should have at least 1 officer who has worked in government sector or private sector in a capacity equivalent to Station Officer with 10 years experience.
- iii. Sufficient number of trained and experienced technicians for installation and testing of different fire prevention and fire safety appliances.
- iv. In case any key person is found to be convicted, lunatic or undischarged insolvent, at any stage, the agency automatically becomes ineligible or its empanelment gets revoked.

5. Terms and conditions

- i. The Department reserves the right to close /cancel this Expression of Interest at any stage without assigning any reason whatsoever.
 - ii. The submissions of the EOI document do not in any way commit or otherwise oblige the Department to proceed with accepting the EOI.
 - iii. Office Visit: Any bidder who requires visiting the office shall make his own arrangement for the same.
 - iv. Each bidder is responsible and liable for all costs, expenses and liabilities incurred by it in connection with or incidental to the submission of EOI.
6. Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to submit their EOI.

Bidders willing to take part in the process of EOI are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India. (viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class II/III Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

Interested bidders will have to download the tender documents from the website <https://wbttenders.gov.in> directly with the help of the e-Token provided. This is the only mode of collection of tender documents.

[Department may ask the interested parties to submit this EOI form supported by respective documentary evidence, duly filled, signed and sealed in original to the Assistant Secretary of this Department]

ANNEXURE –I

Submission of EOI for “engagement/empanelment of ‘Third Party Agencies’ for various services being rendered by the Department of Fire & Emergency Service”

(To be printed on the letter head of the interested party/agency and duly signed and stamped)

To
The Additional Secretary,
Department of Fire & Emergency Services

Dear Sir,

We are interested for the job of “/...../”. We have gone through the terms and conditions and scope of the work as detailed in the notice of inviting the EOI.

The following are the details of our firm which are supported by documentary evidence:

Name of the Company /firm	
Registered office address and contact details	
Name and designation of authorized signatory for this EOI	
Address for communication of authorized signatory with contact details	
Details of business owned by the company/firm	
Organization details	
CIN	
GSTIN	
PAN	
PF Account No.	
ESI code	
Shareholding pattern	
Other details	
Average Annual Turnover of last three consecutive financial years	
Credentials towards having experience on similar nature of job	

We are submitting our proposal along with indicative plan, budgetary offer for the job of “3 (i) or 3 (ii) or both for the following districts”

We have enclosed the Audited Accounts alongwith Audit report for last three consecutive financial years alongwith company credentials.

SEAL OF COMPANY

Name :Designation :

Authorized Signature, Name & Designation