

# NOTIFICATION

Following the pre-bid meeting held with the prospective participants/bidders of the expression of interest invited by this department towards engagement of third party agencies (TPA) for various services being rendered by this department, some explanatory points are stated below for the sake of more clarity and specificity. The points enumerated below are mainly based on the pre-bid queries received from the prospective bidders either present physically during the discussion or sent queries before the pre-bid discussion.

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## 1. Scope of Work & Responsibilities of TPA

### **Inspection and online application processing**

After engagement, the TPAs would be required to make field inspection of applicant occupancies; uploading the inspection reports in prescribed format through the window of the e-district portal under digital signature certificate (DSC). For this purpose, each TPA will be allotted only one log-in ID. The person uploading the inspection report and data to the portal will be solely responsible for the job allotted to the TPA. The process of inspection of buildings/applicant occupancies should be based on National Building Code of India (NBC).

The TPAs who would be engaged for the job of auditing any class or category of occupancies shall have to prepare the fire audit report and submit to the DFO concerned / Office of the DG, WBF&ES / department as the case may be and not to anyone else. In future, if any mobile application is developed for fire auditing purpose, the deployed TPA would be required to upload the fire audit report in the application only.

The TPAs have to upload inspection report in the e-district portal as per standard formats provided therein; they would be provided the SOPs/technical guidelines for plan verification by the DFO concerned / Office of the DG, WBF&ES.

The TPA will independently schedule the field inspection on receipt of application in their respective dash board. In order to get any previous record, wherever becomes necessary, the same should be procured from the applicant; and in exceptional circumstances from the end of the DFO concerned. Payment for inspection charges will be determined & borne by the department.

During the course of inspection, there may be requirement of testing the functionality and validity of equipment/fire extinguishers by the TPA. However, this does not confer any right or authority to TPA as authorized sales agent of the department for any business, sale, install or commission of equipment to any citizen/applicant. No subcontracting is

allowed for inspection or online reporting. TPAs are not authorized to issue any form of certificate with their own name/brand to any citizen/applicant.

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## 2. Eligibility Criteria & Qualifications

A 6-month National Fire Service College (NFSC) course is not sufficient to become eligible to participate in this bid. The architects shall not get any preference to civil engineers. For examination of plan/design of building, involvement of architects or structural planners is necessary. Each TPA should have to engage at least 05 technically qualified persons.

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## 3. Documentation & Formats

The participating TPAs should mandatorily have registered office in West Bengal and they must have trade license issued from the competent authority in West Bengal. The participating TPAs must mention in their technical bid documents about the location of their main office, branch office(s), office wise qualified manpower in their pay roll, availability of computer with internet connectivity *etc.*

The participating TPAs will have to submit **technical bid documents** and **financial bid documents** (quote/rate) separately in their letterhead physically.

- A. The papers relating to technical bid documents can be submitted in the receiving section of the department
- B. While the financial bid document in a sealed envelope shall have to be dropped in tender box kept under the custody of the Assistant Secretary of the department. The rates should be quoted district-wise as well as service wise. The format of financial bid is annexed herewith.

As the purpose of this expression of interest is to find out availability of established, qualified and reputed firms for the job of third party inspection across the State of West Bengal as well as initial price discovery for the job, no Earnest Money Deposit (EMD) or Security Deposit has been asked in this phase. However, at the time of reverse bidding process for final discovery of rates, there would be provision for EMD and/or security deposit as well as agency license fees.

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## 4. Empanelment Rules & Selection Procedure

After bid evaluation, district wise base price for the services will be published. Besides, a list of qualified agencies will be published. Thereafter a notification for online reverse bidding among the shortlisted agencies will be conducted where the participating agencies will have to quote their individual rates below the base price. The L<sub>1</sub> rate(s) will be the final discovered price and the agencies willing to work at L<sub>1</sub> rate(s) would all have

the opportunities to get engaged by the department depending upon the location of their main offices, branch offices, manpower availability *etc.*

Before engagement, the TPAs will have to enter into an agreement with the department. The initial contract period with the TPAs will be for 1 year which is extendable periodically upto 3 years after periodical reviews based on their performance, quality of service rendered and promptness in disposal of applications as per time mandated in WBRTPS Act. As the system itself allocate applications, more number of applications would become available in the work tray of TPAs as they dispose the applications. However, quality disposal is prime criterion during interim/quarterly evaluation(s) of the TPAs for their performance review.

The TPAs will be engaged in a phased manner for the various services of this department as may be decided by the department.

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## **5. Legal, Regulatory, & Compliance Issues**

It will be obligatory on the part of the TPA to perform their respective assigned jobs as per rules & regulations in force with utmost sincerity and integrity in a transparent manner. While inspecting the occupancies/buildings, courteous behavior with the citizen/applicant should be maintained and this should not be harvested as a business opportunity for individual TPAs. In no case there should be any coercion and misguidance to the citizen/applicant. Any violation in this regard will be seriously viewed.

TPAs are not supposed to raise any dispute relating to earlier FSR/FSC/RFSC *etc.* If at all needed be, the same can be brought to the notice of the DFO/DG office. The TPAs should focus on the quality of inspections, checking the validity of fire appliances and testing the functionality of fire appliances present in the occupancy/building where inspections are being carried out. Any sort of laxity and quality compromise will not be tolerated. The authorized person of the individual TPAs will be held personally responsible in the eye of law as under his/her digital signature certificate the inspection reports will be uploaded in the portal. Any willful mistake or compromise shall attract the legal actions as per BNS and other rules in force including blacklisting and forfeiture of EMD/security deposit & license fee.

There would be penalty for delay in submission of inspection reports. For delay in submission of report of each application, payments would be deducted for 2 applications submitted.

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## Format of financial bid

| Sl. No. | District | Rate in INR per application | FSR/RFSR | FSC/RFSC | GFL/RFL | Audit |
|---------|----------|-----------------------------|----------|----------|---------|-------|
| 1       |          | Upto 10 applications *      |          |          |         |       |
|         |          | Upto 25 applications *      |          |          |         |       |
|         |          | Upto 50 applications *      |          |          |         |       |
| 2       |          | Upto 10 applications        |          |          |         |       |
|         |          | Upto 25 applications        |          |          |         |       |
|         |          | Upto 50 applications        |          |          |         |       |
| 3       |          | Upto 10 applications        |          |          |         |       |
|         |          | Upto 25 applications        |          |          |         |       |
|         |          | Upto 50 applications        |          |          |         |       |

\* Please quote rates based on your manpower.

Please increase rows based on need.

## CHECK LIST FOR SUBMISSION OF BID DOCUMENTS

- ☐ Name of the Company / Firm
- ☐ Registered Office Address of the Headquarter along with all branches
- ☐ Contact details with email of all the offices
- ☐ Name and designation of authorized signatory for the EoI
- ☐ Address for communication of authorized signatory with contact details
- ☐ Copy of Digital Signature Certificate (DSC) from an authorized Certifying Authority (CA) under CCA, Government of India
- ☐ Details of Business(es) owned by the Company / Firm
- ☐ Organisation details
- ☐ Corporate Identification Number (CIN)
- ☐ Trade License of West Bengal
- ☐ GSTIN
- ☐ PAN
- ☐ PF Account Number
- ☐ ESI Code
- ☐ Shareholding pattern
- ☐ Other detail
- ☐ Average annual turnover of last 3 consecutive financial years with audited accounts and audit report for those years
- ☐ Experience Certificate
- ☐ Credentials towards having experience on similar nature of job with a summary sheet and supporting documents
- ☐ Manpower (including the technically qualified persons as specified) as per payroll with name and other necessary details like their technical qualification, experience, PAN etc.
- ☐ Machinery for testing the equipments at the applicant's site.
- ☐ Financial Bid