

महाराष्ट्र शासन

संचालनालय, वैद्यकीय शिक्षण आणि संशोधन, मुंबई.

DIRECTORATE OF MEDICAL EDUCATION & RESEARCH

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St. George's Hospital Compound, Mumbai - ४०० ००९.

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**Expression Of Interest (EOI) for the
Empanelment of Fire and Electrical
Safety Auditors/ Fire and Electrical
Safety Consulting Firms to inspect,
report and advise on fire and
electrical safety compliance in
healthcare institutions under the
Directorate of Medical Education
and Research, Maharashtra**

Expression Of Interest (EOI) for the Empanelment of
Fire and Electrical Safety Auditors/ Fire and Electrical Safety Consulting Firms
EOI Reference No.: DMER/EDU-4/Fire Security/2021-22 / 15608

Date: 29.12.2021



**Directorate of Medical Education and Research (DMER),
4th Floor, Government Dental College & Hospital Building,
St. George's Hospital Premises, P D' Mello Road,
Fort, Mumbai - 400001, Maharashtra State, INDIA.**

Tel. No. 91-22-22620361-64

Website: med-edu.in

E-Tender Portal: <https://mahatenders.gov.in>

EOI NOTICE

Expression Of Interest (EOI) for the Empanelment of Fire and Electrical Safety Auditors/ Fire and Electrical Safety Consulting Firms to inspect, report and advise on fire and electrical safety compliance in healthcare institutions under the Directorate of Medical Education and Research, Maharashtra

Online digitally signed Expression of Interest (EOI) is invited by DMER from interested eligible parties for being selected for conducting a comprehensive Electrical and Fire Safety Audit of healthcare institutions under the Directorate of Medical Education and Research, Maharashtra.

- The EOI document can be viewed / downloaded through e-tendering portal, <https://mahatenders.gov.in> from 29th December 2021 at 17:00 hrs to 21st January, 2022 until 16:00 hrs.
- The last date of submission is 21st January 2022 until 16:00 hrs
- Guidelines to download the EOI document and online submission of EOI can be downloaded from website <https://mahatenders.gov.in>.
- Right to accept or reject any or all the EOI without assigning any reason whatsoever is reserved with DMER.

**Commissioner,
Medical Education and Research,
Government of Maharashtra.**

Table of Contents

I. Disclaimer.....	4
II. Introduction	6
III. Project Delivery and Timelines	6
IV. Brief Scope of Work	7
V. List of Deliverables (Tentative).....	9
VI. Eligibility Criteria and Documents to be Submitted	10
VII. Submission	12
VIII. Cost of EOI Document.....	12
IX. Queries	13
X. Pre-Bid Meeting.....	13
XI. Responses to Pre-Bid Queries and Issue of Corrigendum.....	13
XII. Evaluation and Shortlisting	14
XIII. Terms and Conditions	14

I. Disclaimer

- The information contained in this Expression Of Interest (EOI) document, whether verbally or in documentary or any other form by or on behalf of DMER or any of their employees or advisors, is provided to the applicant on the terms and conditions set out in this EOI and such other conditions subject to which such information is provided.
- This EOI is not an agreement and is neither an offer nor invitation by DMER to the prospective applicants or any other person. The purpose of this EOI is to provide the applicants with information that may be useful to them in preparing and submitting their proposal pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by DMER in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This EOI may not be appropriate for all persons, and it is not possible for its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements, and information contained in the EOI may not be complete, accurate, adequate, or correct. Each applicant should, therefore, conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this EOI and obtain independent advice from appropriate sources.
- Information provided in this EOI to the applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. DMER accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- DMER, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way by participating in this application process.
- DMER also accepts no liability of any nature whether resulting from negligence or otherwise, any cost arising from reliance upon the statements contained in this EOI by any applicant.

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- DMER may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.
- The issue of this EOI does not imply that DMER is bound to select an applicant or to appoint the Successful applicant or Entity, as the case may be, for the Project and DMER reserves the right to reject all or any of the applications or application without assigning any reason whatsoever.
- DMER reserves the right to modify or amend or add to any or all of the provisions of the EOI or annul the application process. Such change would be intimated to all the applicants procuring the EOI. Neither DMER nor its employees or transaction advisor will have any liability in case of any addition, modification, amendment, alteration, cancellation and /or of non-receipt or delayed receipt of any correspondence from them to the applicants due to the postal delays or failure of the applicants to access DMER's Website (<https://med-edu.in>) for this information.
- The applicant shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by DMER, or any other costs incurred in connection with or relating to its application. All such costs and expenses shall be borne by the applicant and DMER shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the application, regardless of the conduct or outcome of the application process.
- The competent courts at Mumbai shall have jurisdiction over all disputes arising under, pursuant to and/or in connection with the application Process and the EOI.

II. Introduction

The Directorate of Medical Education and Research (DMER) is the executive arm of the Government of Maharashtra for implementing policy decisions in the domain of Medical Education and Research. The DMER came into existence independently from 1st May 1970. The Directorate has administrative control over 58 institutes including 21 government medical colleges, and affiliated dental, nursing and paramedical hospitals and colleges. The main duty of the Directorate is to impart undergraduate and postgraduate medical education to the students at government medical colleges and provide the necessary facilities in these medical colleges as per the standards of the Indian Council of Medical Sciences. Additionally, institutions under the Directorate also provide referral services and tertiary care to patients. Maintaining the quality of service to the patients as well as the quality of treatment, medicine and related research are an integral part of this department.

Fire and electrical safety are of paramount concern, especially in healthcare institutions which house a largely dependent, vulnerable, and immobile population. The risk of having a large number of electrical, chemical and hazardous material in the same location, coupled with a complex evacuation process warrants immediate review and action of fire and electrical compliant infrastructure and measures. This exercise enforced by the Directorate will therefore be carried out in order to identify and correct any prevalent gaps in occupational and patient safety with respect to prescribed fire and electrical safety norms and reduce incidences that risk damaging life, property, and the hindrance-free operations of the institution.

The DMER intends to engage the services of a Professional Agency with relevant understanding and expertise to conduct a comprehensive Fire and Electrical Safety Audit of the healthcare institutions under its purview. The agency must prepare an action plan and estimates for fire and electrical safety measures.

III. Project Delivery and Timelines

The following schedule must be adhered to:

SN	Activity	Date & Time
1	Upload of the EOI document inviting responses on the DMER website (https://med-edu.in) and Govt. of Maharashtra e-tendering website(https://mahatenders.gov.in)	29 th December, 2021
2	Last date for receiving queries/clarifications	7 th January, 2022
3	Pre-Bid Meeting	12 th January, 2022
4	Last date for submission of responses	21 st January, 2022
5	Opening of Responses	24 th January, 2022

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IV. Brief Scope of Work

While a brief scope of work is delineated below, it is the responsibility of the applicant to make its own assessment on the related supplementary and regulatory aspects required to ensure that the services rendered are complete. A detailed RFP will be released to shortlisted agencies.

- a. Review of fire and electrical safety policy statement and evaluate the existing control measures as well as individuals at risk
- b. Analyse and identify gaps (if any) in fire and electrical safety architecture, layout and infrastructure work leading to hazards and survey institutions on parameters which include but are not limited to the review of the following:

1. Fire Safety Auditing

- i. Compliance with Statutory Requirements pertaining to NBC, CEA Regulations
- ii. Fire Hazard and Prevention Measures
- iii. Fire Safety Management Systems
- iv. Fire Protection System
- v. Emergency Plan w.r.t. fire emergency
- vi. Clean Agent Gas based Fire protection System
- vii. Electrical Installations w.r.t. fire safety
- viii. Fire Detection & Alarm System & network
- ix. First aid Extinguisher requirement
- x. Passive Protection System
- xi. Means Of Escape (Emergency Evacuation)
- xii. Smoke Management System
- xiii. Emergency Lighting And Signs
- xiv. Emergency Power Supply
- xv. Sealing Of Openings, Fire Notice Board, Floor Plan & Fire Control Room
- xvi. Integration Of Fire Detection And Alarm System
- xvii. Utility Services Available
- xviii. Particulars of occupancies
- xix. Collection of relevant Civil Drawings, such as layouts of buildings / blocks required to be covered by the above system
- xx. Technical meetings with different departments concerned in regards of proposed system
- xxi. Finalizations of infrastructural changes which include a new piping layout, cable routine etc.

2. Electrical Safety Auditing

- i. Electrical Safety Management System
- ii. Auditing of Electrical Machines & Equipment installed at Hospital/Campus area
- iii. Review of Testing & Maintenance practices of Electrical Equipment

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- iv. Electrical Work Permit System & LOTO Procedures
 - v. Lightning Protection System
 - vi. Earthing System review for all buildings
 - vii. Illumination Levels inside Hospital/ICU/OPD etc.
 - viii. Emergency Lighting System
 - ix. Compliance With CEA Regulations 2010/NBC 2016 Part VIII
 - x. Electrical Safety & Personnel Safeguarding for Electrical work
 - xi. Wiring Practices as Per IS 732
 - xii. Review of Air-conditioning Installations
 - xiii. Temporary Wiring
 - xiv. Fire Preventive Measures w.r.t. Electrical Equipment
 - xv. Review of Electrical Installations: Transformer/Circuit Breakers / HT & LT Installations / Battery & UPS System / Cabling / Motor & Pumps / Electrical Panels etc.
 - xvi. Review of Electrical safety for Medical Instruments – X-ray Machine / MRI Scans/ CT Scans / Autoclave etc.
- c. Study national and international best practices for fire control measures
- d. Fire Risk Assessment & Fire Load Calculation
Visit various hospitals and carry out fire and electrical risk audit assessments and calculate fire load based on the actual site survey data. The agency is to provide suggestions in compliance with norms and requirements put into place by but not limited to the latest amendments of the following Acts and Rules:
1. National Building Code of India, Fire and Life Safety, 2016
 2. IS 14489: Code of Practice on Occupational Safety & Health Audit system
 3. Central Electricity Authority Regulations, 2010
 4. Maharashtra Fire Prevention and Life Safety Act, 2009
 5. Facility Management and Safety Standard by the National Accreditation Board for Hospitals & Healthcare Providers, 2020
 6. Fire Protection Manual by the Tariff Advisory Committee (TAC)
 7. National Disaster Management Guidelines, 2016 and relevant Acts, Rules and Indian Standards
- e. Preparation of detailed design and estimates for fire and electrical safety measures
Prepare a detailed design and estimates for fire and electrical safety measures whenever required, to be certified by the Public Works Department (PWD), Government Of Maharashtra.
- f. Preparation of SOP document for Testing & Maintenance of fire and electrical safety equipment installed in hospitals
Devise detailed SOPs on monitoring/ inspection routine and process for the periodic maintenance of fire and electrical safety equipment installed in hospitals

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Date: 29.12.2021

- g. Liaise with technical professionals at the PWD to scrutinise systems and ensure that they are in working condition
- h. Fire and Electrical Safety Training
Evaluate the general awareness of occupants and security personnel on matters relating to fire and electrical safety and rescue operations and propose a protocol and schedule for fire and electrical safety training and regular mock drills.
- i. Propose a state-of-art fire and electrical safety solution based on the latest technology as well as accurate estimates for fire and electrical protection. Propose the way forward for implementation of recommendations collated.

Note: Clause a. to d. under Chapter IV as mentioned above have already been covered under the recent fire safety audit conducted during 2021-2022. Priority activities under this EOI include the preparation of detailed designs and estimates, preparation of SOP documents and other associated activities which may include but are not limited to liasoning, covering training gaps and proposing state-of-the-art fire safety solutions for the DMER and its associated institutions.

V. List of Deliverables (Tentative)

SN	Item
1	Detailed Audit Report
2	Quality Assurance Plan
3	Design and Estimate for Fire and Electrical Safety Measures
4	Fire and Electrical Safety Training Modules
5	Fire and Electrical Safety Training Schedule
6	Monitoring and Inspection SOP
7	Monitoring and Inspection Schedule
8	Fire and Electrical Safety Compliance Certificate & No Objection Certificates issued by the local/ State Fire Department for all institutions

VI. Eligibility Criteria and Documents to be submitted

The following criteria are imperative for an agency to be eligible in successfully being shortlisted for the engagement:

SN	Eligibility Criteria	Documents to be submitted
1.	The Respondent/ consortium shall be "A Company registered in India under the Companies Act 1956 or 2013 or The LLP Act 2008 since last 5 years."	Certificate of Incorporation or Registration or Affidavit of Ownership including address of registered office
2.	Minimum Average Annual Turnover of the Company/ Lead Consortium Partner (larger of the two members) over the three preceding financial years (FY 2018-2019, FY 2019-2020 and FY 2020-2021) shall be INR 10,00,00,000/- (Indian Rupees Ten Crores Only). Agencies must reflect a positive Net Worth in the financial documentation provided by them for the last three consecutive years.	Audited Balance sheet and Profit & Loss account statement of the Respondent for each of the last 3 audited financial years (FY 2018-2019, FY 2019-2020 and FY 2020-2021). Provisional Balance Sheet of FY 2020-2021 may be submitted in case unaudited. Certificate duly signed by Statutory Auditor of the Respondent or Certified Chartered Accountant for average annual turnover.
3.	Agencies/ any member of the consortium submitting their response should have at least 3 years of experience in Fire and Electrical Safety preferably in healthcare institutions and a proven track record in designing fire and electrical safety measures and conducting safety audit assignments. A fire and electrical safety audit of a minimum of 3 establishments at organizations such as Government Departments/ PSUs/ Nationalized Banks/ Hospitals/ Institutions etc would be preferred.	A brief description of the agency's organization and an outline of experience on assignments of a similar nature which may include details such as relevant work orders, agreements and completion certificates or certificate from statutory auditor, especially in terms of fire related consultancy and advisory services and not from sale of fire fighting equipment. The supporting documents shall mandatorily mention the quantity and duration of the contract.
4.	Agencies/ consortium should have sufficient number of technical and administrative employees for the proper execution of the engagement. Agencies should be equipped with personnel with sufficient knowledge and exposure to local, national or international code of practices on fire	HR Declaration and detailed Resumes/ CVs of key personnel to be deployed on the project along with documentary proof of qualification and experience.

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Date: 29.12.2021

SN	Eligibility Criteria	Documents to be submitted
	and electrical safety. The inclusion of a Fire Safety Engineer or Fire Safety Auditor in the team will be preferred for the fire safety audit. The inclusion of an Electrical Engineer or Electrical Safety Auditor will be preferred for electrical safety audit.	
5.	An Agency/ any member of the consortium having relevant Quality Certifications to conduct the fire and electrical safety audit will be preferred. Agencies/ consortium should comply with all the labour Laws, Rules and Regulation of State and Central Government. Firms in the approved list of vendors of the State Fire Brigade eligible to carry out Fire and Electrical Safety Audits of Multi-storied buildings shall be preferred.	Copy of valid certificates, from Accrediting Organization, signed and stamped by the Authorized Signatory of the Respondent.
6.	The Agency/ consortium should not be debarred/ blacklisted / banned/ not being under declaration of ineligibility for corrupt or fraudulent practices by any Government / PSU in India as on date of submission of the Proposal.	An Affidavit on Rs. 100/- stamp paper signed by the Authorized Signatory of the Respondent.
7.	The Respondent/ consortium must have a GST registration certificate and PAN Card as of last date of submission.	Copy of GST registration certificate and PAN Card.
8.	All the signatories of this EOI shall be authorized by a Power of Attorney signed by the respective Managing Director or Board resolution and authorization letters of Board of Directors of the Companies.	Power of Attorney to be attached on a non-judicial stamp paper of appropriate value as per Indian Stamp Act 1899, relevant to place of execution.
9.	Applicants are to submit a detailed technical write-up on understanding of the engagement scope of work, approach and methodology of this EOI. The applicant may also include any other aspect that they might want to highlight.	

It must be noted that interested agencies should familiarise themselves with all local legal and regulatory statutory requirements, taking them into account while preparing the response. Agencies submitting responses are expected to bear all costs associated with the preparations and submission of their responses.

VII. Submission

- a. Interested parties may submit their response on the Govt. of Maharashtra e-tendering website (<https://mahatenders.gov.in>) on or before **4:00 pm** on **21st January, 2022**. Any submissions post the aforementioned date and time will not be accepted. Please note that this is an Expression of Interest and not an invitation to apply. DMER shall issue the detailed RFP to shortlisted applicants to participate.
- b. The response will be opened at **11:00 am** on **24th January, 2022**. and further processes will be completed thereafter.
- c. The applicant must sign all pages of the response, digital signatures may be added. The date and time of receipt of EOI shall strictly apply in all cases.
- d. The person or persons signing the EOI shall state in what capacity they are signing the EOI viz., as a sole proprietor of firm or as a Secretary/ Manager/ Director etc. of a limited company.
- e. In the case of a partnership firm, the names of all the partners should be disclosed and the EOI shall be signed by all the partners or in the event of absence of any partner, it will be signed on his behalf by a person holding a power of attorney authorizing him to do so and an attested copy of the Partnership Deed/Power of Attorney shall be furnished along with the EOI.
- f. Application by a Consortium of maximum of two companies is also allowed. In case of consortium, the proposed agreement between the two companies specific to the current project should be signed prior to submission of the application (it will have to be submitted along with the application). In case of consortium, both the companies should fulfil the basic eligibility criteria and the lead member of the consortium should sign all the pages of the response document.

VIII. Cost of EOI Document

The non-refundable cost of this EOI document is **Rs. 5,000/-** which shall be paid at the time of submission of EOI through the payment gateway which can be accessed through <https://mahatenders.gov.in>.

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Date: 29.12.2021

IX. Queries

The Bidders must ensure that their queries with regard to the EOI, to be addressed by the DMER during the Pre-Bid meeting shall reach by email on or before the **12:00 pm on the 7th of January, 2022** to dmerabranch@gmail.com, mbranchdmer3@gmail.com

For any queries regarding this notice inviting responses, please respond in the following format:

SN	RFP document reference(s) (Section & page number)	Content of RFP requiring clarification(s)	Points of clarification

X. Pre-Bid Meeting

The DMER shall hold a pre-bid meeting with the prospective Bidders on the **12th of January, 2022 at 11:00 am** at the following address.

Directorate of Medical Education and Research (DMER),
4th Floor, Government Dental College & Hospital Building,
St. George's Hospital Premises, P D'Mello Road,
Fort, Mumbai – 400001, Maharashtra State, INDIA.

XI. Responses to Pre-Bid Queries and Issue of Corrigendum

- The Nodal Officer notified by the DMER will endeavour to provide timely response to all queries. However, the DMER makes more presentation or warranty as to the completeness or accuracy of any response made in good faith.
- At any time prior to the last date for receipt of bids, the DMER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI document by issuing a corrigendum.
- The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on <https://mahatenders.gov.in>, the GeM Portal, and emailed to all participants of the pre-bid conference.
- Any such corrigendum shall be deemed to be incorporated into this EOI.
- In order to afford prospective Bidders reasonable time in which to take the corrigendum into account in preparation of their bids, the DMER may, at its discretion, extend the last date for the receipt of EOI Bids.

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XII. Evaluation and Short listing

Applicants will be required to meet the qualification criteria delineated above, in order to proceed for further evaluation. The detailed RFP will be provided by Commissioner, DMER after the agency has been selected. The DMER reserves the right to either award the complete work to one agency or split the work amongst multiple agencies. The same would be detailed as part of the RFP.

XIII. Terms and Conditions

The DMER reserves the right to accept or reject any response, to cancel the application process and reject all the applications at any time prior to award of contract without thereby incurring any liability to the affected applicants or any obligation to inform affected applicants of the grounds of the Directorate's actions.

Without prejudice to the generality of this Chapter, the Directorate reserves the right to reject any application if:

- a. At any time, a material misrepresentation is made or discovered
- b. The applicant does not provide, within the time specified by the DMER, the supplemental information sought for evaluation of the application.
- c. Misrepresentation / improper response by the Applicant may lead to the disqualification of the Applicant.