

Application for Registration Of Licensed Agency

Fire and Emergency Services
Surat Municipal Corporation
Muglisara, Surat 395 003, Gujarat, India

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Application for License to act as Licensed Agency

To,
The Chief Fire Officer
Fire & Emergency Services
Surat Municipal Corporation
Muglisara, Surat

Sub:- Application for License to act as Licensed Agency

The undersigned hereby applies for grant of License to act as Licensed Agency for undertaking and executing the work of providing installation of equipments and maintenance of fire prevention and life safety measures in any place, building or part of thereof. The particulars regarding the Agency are given below:-

1.	Full name of the Applicant (In capital letters).	
2.	Whether Licensed Agency will be a Proprietary Concern or an Association of person such as a Firm or Company, etc.	
3.	Registration No. of Firm or Company (Copies of Registration Certificate, article of Association or other relevant document appended.	
4.	Address	

5.	If the licensed agency will be:		
	a.	A proprietary concern, the name, qualifications and address of the person operating the same.	
	b.	A firm or company, names, qualifications and address of each of the partners, or as the case may be, Directors.	
6.	Office address from where the Agency will act as a Licensed Agency---		
7.	Class for which License is applied for--		
8.	Personnel with the agency		
	a.	Supervisory staff, name, qualifications and address of each.	
	b.	Other employees-names, qualifications and address of each.	
9	Details of work with regard to fire Prevention and life safety measures, if any, undertaken and executed previously.		
	a.	Name or nature of work	
	b.	Approximate cost of work	
	c.	Whether the work executed or still in progress and remains to be executed. (Note.- Original or attested copies of Certificate of verification of above details by the officers under whom are carried out are attached).	

10.	Technical qualification and experience of the promoter or partners of directors and dealing technical officers or employees of or with the applicant.	
11.	Workshop machinery, tools and plant owned by the applicant, (location and site of workshop and full details to be given).	
12.	Whether enlisted with any other department or Organization in any other State. If so, in which category.	
a.	Has the applicant or his partners or Directors been blacklisted in the past by any Government Department/ Organization/ other State?	
b.	Has the applicant applied for registration elsewhere in his name or in the name of partner, Director or firm or company? If so, whether the application is rejected ? Give particulars.	
13.	Whether the applicant has produced up to date Income tax certificate.	
14.	Amount of solvency certificate, which the applicant has held or produced.	
15.	A fee of Rs. Remitted herewith Demand Draft No. Dated Drawn on Bank.	

16.	Whether, the license to act as Licensed Agency granted anytime previously has been suspended or cancelled; and if so, reasons therefore:-	
17	Cost of annual works minimum executed in the last three years . (Submit CA Certificate /Work Order Copies in original or attested copies)	

I / We certify that I / We have not been and will not get myself or ourselves registered as contractor in the department under more than one name.

Thanking you,

Date:-

Yours faithfully

Name

Seal of Agency

1. PREAMBLE

Under the Gujarat Fire Prevention & Life Safety Measures Act, 2013, & Gujarat Fire Prevention & Life Safety Measures Rules, 2014.

Surat Municipal Corporation is going for Registration of LICENSED AGENCY & applications are invited for empanelment as a LICENSED AGENCY

As a First step, under the Chapter III of the said regulation, SMC intend to appoint Fire Expert and applications are invited for empanelment.

Application form along with documents can be downloaded free of cost from Surat Municipal Corporation's web site www.suratmunicipal.org and www.suratmunicipal.gov.in Fire & Emergency Services Department Folder or can be obtained in hard copy from the office address as mentioned here under. Any queries may be addressed to the Chief Fire Officer on mail cfo@suratmunicipal.org

Office Addresses

1. Chief Fire Officer. Fire And Emergency Services, Muglisara, Surat -
395003, Phone : 0261 2422285 to 87 ext 229, Faz : 0261 2471935, mail
cfo@suratmunicipal.org
2. Admin Office, Fire and Emergency Services, 3rd Floor, Ambedkar
Shopping Center,

Surat Municipal Corporation reserved the right to accept or to reject any application and to empanel or not to empanel the applicant without assigning any reasons thereof.

2. LICENSED AGENCY

- 1) SMC Fire & Emergency services may grant a license to a person or association of persons as he thinks fit, to act as a Licensed Agency for the purposes of this Act.
- 2) Any person intending to have or renew such license shall apply to the Commissioner SMC in the prescribed manner along with such fee as may be prescribed.
- 3) On receipt of an application made under Sub-section (2), SMC Fire & Emergency services may, after holding such inquiry as he deems fit, either grant the license in the prescribed form for a period of two years or renew the same for a like period or, for reasons to be recorded in writing, by order refuse to grant or renew the license.
- 4) Where the SMC Fire & Emergency services has reason to believe that any person to whom a license has been granted has contravened any of the provisions of this Act or of the rules or has failed to comply with the conditions of the license or is unfit by reason of incompetency, misconduct or any other grave reasons, the SMC Fire & Emergency services may, after giving to the person a reasonable opportunity to show cause, for reasons to be recorded in writing, by order suspend or cancel the license.

3. Work to be carried out by the Licensed Agency(Section 29 of Gujarat Fire Prevention Life Safety Measures Act - 2013)

- 1) No person other than a Licensed Agency shall carry out the work of providing fire prevention and life safety measures or performing such other related activities required to be carried out in any place or building or part thereof :
Provided that, if the Regional Fire Officer or the Chief Fire Officer is satisfied that, for any reason, to be recorded in writing, the owner or occupier is not able to carry out the fire prevention and fire safety measures in any such place or building or part thereof through a Licensed Agency, the to carry out such work. The cost for the work carried out shall be recovered from the owner or the occupier, as the case may be.
- 2) The Licensed Agency shall give a certificate under Sub-section (3) of Section 19 as to the compliance of fire prevention and life safety measures or maintenance thereof unless without there being actual compliance or maintenance as specified in the regulations.

4. Eligibility for Licensed Agency(Rule -9 of Gujarat Fire Prevention Life Safety Measures Rule - 2014)- No person shall be eligible to apply for grant for license to act as a Licensed Agency unless he,-

- (a) Possesses atleast any of the following qualifications, namely:-
- (i) A degree or Advanced Diploma or Diploma in Fire Engineering conferred or awarded by the National Fire Service College, Ministry of Home Affairs, Government of India; or
 - (ii) Fellow of Fire Engineering of the Institution of Fire Engineering (U.K.) of M.I. Fire (U.K.) or A.I.V.I.E. Fire India, Graduate ship Examination of the Institution of Fire Engineering (U.K.) or the Institution of Fire Engineering (India); and
- (b) A degree of Diploma in Mechanical or Electrical of Electronics or Chemical or Civil, Engineering Obtained from a University established or incorporated by an Act of the Parliament or a State Act in India Or an educational institution ; or declared as deemed to be University under Section 3 of the University Grants Commission Act, 1956 (3 of 1956); and
- (c) Holds a solvency certificate for an amount as may be specified by the Director, with prior approval of the State Government; and
- (d) Has the experience of 3 years immediately preceding the year of making the application, executed the work in field relating to fire prevention and fire protection system or holds a certificate of fire protection specialist awarded by the Gujarat State Institute for Fire Safety Training, (GSIFST) established by the Government; and
- (e) Has not been black-listed by any Government Department or authority established by a law of the State Legislature; or any board or corporation or organization owned or controlled by the State Government or any other State Government.
- (f) SMC registered FPCOR are not eligible for registration of Licensed agencies

5. Application for to act as Licensed Agency-

(1) Any person who intends to act as a Licensed Agency as specified under Sub-section (2) of Section 28 shall make an application in “Form A1” for obtaining license. Such application may be made in person or be sent by registered post acknowledgment or through courier agency or online.

(2) The application made under Sub-rule (1) shall be accompanied by fees and fulfill other requirements as specified in the Table below;

TABLE

Class of local authority	Minimum solvency certificate for (Rs. In lakhs)	Prescribe limit for execution of the works as per estimated cost (Rs. In lakhs)	Cost of annual works minimum executed in the last three years (Rs. In lakhs)			Registrao- tion fees (In Rs.)
			Fire fighting installations such as hydrants sprinklers pumping ect.	Dictation of fire separation systems	Passive protection such as	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Municipal Corporation Special Investment Regions/ Industrial Estates	25.0	Unlimited	1500	600	600	50,000 (Non-refundable)

(3) The Applicant shall attach the following documents, namely -

(i) Solvency certificate for an appropriate amount as specified in column (2) of Table shown above

(ii) Attested copy of partnership deed and power of attorney or articles of association and memorandum of association or affidavit on stamp paper in case the individual is the sole proprietor of the firm,

(iii) Certificates regarding satisfactory completion of works carried out in last three years issued by the concerned department,

(iv) Orders of works in hand in current year (up to the prescribed amount of that class)

(v) Certificate from the Chartered Accountant or registered Income Tax Practitioner in the prescribed form in case of private works,

(vi) If the application for registration is made for the first time for a specific class, the applicant is required to have executed at least one work up to the class, the applicant is required to have executed at least one work up to the maximum amount in the class, which falls by one class below the specific class, applied for,

(vii) Certificate regarding appointment of least one officer possessing any of the qualifications specified in clause (b) of sub-rule(1)

(viii) Attested passport size photographs of partners or directors or individual proprietor and also of the officer or officers referred to in the application,

(ix) Affidavit on appropriate stamp paper, stating that his/her firm is not black listed by any of the departments of the State Government, local authority or any board or corporation or organisation owned or controlled by the State Government or any other State Government,

(x) List of technical staff with their qualifications, and

(xi) Such other information and /or documents as may be required by the Director.

6. License to act as Licensed Agency(Rule -11 of Gujarat Fire Prevention Life Safety Measures Rule - 2014).- The application made under Rule 10 shall be scrutinized by the department of Fire & Emergency Services ,SMC in accordance with the rules and on being satisfied that the applicant fulfills all the criteria for grant of license to work as licensed agency, he shall grant the License on “Form-A2” to act as Licensed Agency subject to the following terms and conditions, namely:-

- (1) The license shall be
 - (a) Non-transferable,
 - (b) Valid for two year from the date of issue, unless suspended or cancelled earlier,
 - (c) Renewable for further period of two years, if so desired, before expiry of the license.
- (2) Changes, if any, in respect of
 - (a) Partners, directors or members,
 - (b) Address of the office of the Licensed Agency.

Shall be forthwith reported to the Authority issuing the license

- (3) The Licensed Agency shall always keep the work, executed, or being executed by it, open for inspection by the Director, Chief Fire Officer or any fire officer authorized by the Director or the Chief Fire Officer.

7. Renewal of License(Rule- 12).- An application for renewal of license granted under Rule 11 shall be required to be made in “Form-A1” which shall be accompanied by a fee as specified under Sub-rule (2) of Rule 10 and also documents as mentioned in Sub-rule (3) of Rule 10.

8. Notice to showcased (Rule 13)- Notice to showcased as way license be not suspended or cancelled.- Where any person to whom the License has been granted contravenes any of the provision of the Act or of the rules or face to comply with the conditions of the license or becomes unfit by the reason of incompetency, misconduct or any other grave reason, a notice in “Form-A3” shall be given to such person to showcased as to why the license granted to him to act as License Agency should not be suspended or cancelled.