



# **Application for Registration of Fire Protection Consultant on Record**

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

Phone : 91-261-2423751 – 56 Extn.- 229/322  
91-261-2331312  
Email: [cfo@suratmunicipal.org](mailto:cfo@suratmunicipal.org)



**SURAT MUNICIPAL CORPORATION**  
**FIRE AND EMERGENCY SERVICES**  
**Empanelment Notice No. DC/FES/Registration/  
08 /2017-2018**



**FIRE PROTECTION CONSULTANT**

Applications are invited from eligible consultants for registration of Fire Protection Consultant on Record under Comprehensive General Development Regulation -2017 regulations sanctioned under Notification no. GH/V/269 of 2017 /EDP -102016 – 3629 – L dated 12/10/2017 of Urban Development and Urban Housing Department, Government of Gujarat

Application form can be downloaded from the Surat Municipal Corporation's web site [www.suratmunicipal.org](http://www.suratmunicipal.org) and [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in), Fire and Emergency Services Department Folder and office address as mentioned here under. Any queries may be addressed to the Chief Fire Officer on mail [cfo@suratmunicipal.org](mailto:cfo@suratmunicipal.org)

**Calendar Dates**

<b>Sr. No.</b>	<b>Description</b>	<b>Date</b>
1	Release of form and document	05.02.2018
2	Last date of submission	28.02.2018 up to 18.00 Hrs
3	Submission to (Hard Copy)	Chief Fire Officer, Fire and Emergency Services, 3 <sup>rd</sup> Floor, Ambedkar Shopping Center, Ring Road, Surat
4	Mode of submission	Postal Speed Post /RPAD/Hand delivery /Courier

Surat Municipal Corporation has reserved the right to accept or to reject any application without assigning any reasons thereof.

--Sd--  
Deputy Commissioner  
Surat Municipal Corporation

**(To be filled by the Fire Protection Consultant)**

FROM:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Chief Fire Officer  
Fire and Emergency Services,  
Surat Municipal Corporation,  
Muglisara,  
Surat - 395003

SUBJECT: - Application for Registration of Fire Protection Consultant on Record

Name:

1. Local Address:
2. Permanent Address:
3. Telephone / Fax No:
4. Qualification:
5. Membership of Professional:
6. Associations (indicate appropriate professional affiliations)
7. Experience (No. of years):
8. Previous year's Registration: \_ No.
9. Name of Employer:  
(if employed)

Sir/Mm,

Kindly register me as Fire Protection Consultant on Record (FPCOR) of the Competent Authority. I meet with the minimum qualifications and competence requirements as specified in Regulations. Relevant documents attesting to the same are attached herewith.

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

1. The necessary **Registration fee**

Rs. \_\_\_\_\_ enclosed as demand draft / pay order No. \_\_\_\_\_ Dt. \_\_\_\_\_ drawn  
from Bank \_\_\_\_\_ Branch \_\_\_\_\_  
in favour of the **Commissioner, Surat Municipal Corporation.**

2. The necessary details are filled in the form along with the attested (true copies) documents as  
required are also furnished herewith.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Date:

Place:

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Registration fee : \_\_\_\_\_

DD No. : \_\_\_\_\_

Date : \_\_\_\_\_

Clerk

Fire and Emergency Services

Surat Municipal Corporation

**SURAT MUNICIPAL CORPORATION**  
**FIRE AND EMERGENCY SERVICES**

**1. PREAMBLE**

Applications are invited from eligible consultants for registration of Fire Protection Consultant on Record under Comprehensive General Development Regulation -2017 regulations sanctioned under Notification no. GH/V/269 of 2017 /EDP -102016 – 3629 – L dated 12/10/2017 of Urban Development and Urban Housing Department, Government of Gujarat

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This registration is done to implement provisions of The Gujarat fire prevention and life safety Act, 2013, Regulations of UD & UHD, Gandhinagar notification's dated 02.03.2016.

Office Addresses

1. Chief Fire Officer, Fire and Emergency Services, Mugalisara, Surat- 395 003, Phone: 0261 2422285 to 87 Ext 229, Fax: 0261 2471935, mail: [cfo@suratmunicipal.org](mailto:cfo@suratmunicipal.org)
2. Admin Office, Fire and Emergency Services, 3<sup>rd</sup> Floor, Ambedkar Shopping Center, Ring Road, Surat- 395 002, Phone: 0261 2331312

Surat Municipal Corporation reserved the right to accept or to reject any application without assigning any reasons thereof.

**2. Registration requirement as per regulations**

1. On an application from any eligible Fire Consultant, the competent authority may its jurisdiction to register Fire Protection Consultant for a period of Five year. The registration shall be valid for the period of Five years or part thereof and shall be renewable after five years or part thereof.
2. The registration fee if any shall be payable as prescribed by the competent authority from time to time.
3. The competent authority may blacklist the fire expert in the case of serious default or repeated defaults.
4. A registration shall be liable to be revoked temporarily or permanently by the competent authority is the registered person found guilty of negligence or default in discharge of his responsibilities and duties or any breach of any these regulations.
5. Provided that, he shall be given a show cause notice and afforded reasonable opportunity being heard by the competent authority for the purpose of these regulations.

### 3. Qualification, Experience and Eligibility

The registration shall be renewed annually. The following are the minimum qualifications and experience requirements for Fire Protection Consultant to be considered for registering with the Competent Authority as Persons on Record, in order to determine their competence to fulfill their responsibilities as specified in Regulations.

#### Fire Protection Consultant on Record (FPCOR)

Minimum qualifications and experience requirements for being considered for registration with the Competent Authority as Fire Protection Consultant on Record shall be as follows:

1. Diploma in Engineering (Civil / Mechanical/ Electrical/ Hydraulic) recognized by State Board of Technical Examinations
2. Bachelor's Degree in Engineering (Civil / Mechanical/ Electrical/ Hydraulic)
3. Minimum experience of preparing fire safety drawings and specifications of buildings in any Municipal Corporation or other cities with population more than 1 lakh

No.	Building category	Minimum qualifications	Minimum experience
1	Height up to 25 mt	Diploma in engineering	7 years
		B.E	3 years
2	Height more than 25 mt and up to 45 mt	B.E	5 years
3	Height more than 45 mt and up to 70 mt	B.E	7 years
4	Height more 70 mt	B.E	10 years

4. Minimum turnover of projects in work experience shall be Rs. 1,00,00,000( One Cror) per annum at which at least one assignment shall be about Rs 25,00,000/- .
5. The following documents shall be required for registration as Fire Protection Consultant on Record:
  - a. Bank statement of last three years
  - b. Work completion certificate from clients or last three years
  - c. Minimum one No Objection Certificate from Chief Fire Officer.
  - d. One set of fire safety drawings of past project.

### 4. Scope of work and competence

The Fire Protection Consultant on Record shall be required for all buildings listed in Schedule 23 of CGDCR – 2017 and shall:

1. Undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR.
2. Certify that the design and specification of the proposed building comply with Fire Prevention and Life Safety Measures Regulation – 2016 and amended from time to time using the format prescribed in Form No. 2A.

3. Immediately inform the Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications stipulated by the AOR or EOR and the SEOR, using the format prescribed in Form No. 3.
4. Bring to the notice of the SEOR and AOR or EOR any situation or circumstances which in his opinion are liable to endanger the fire protection and safety of structure.
5. Inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the FPCOR for the building using the format prescribed in Form No. 4. In case of termination of services as Fire Protection Consultant, inform the Competent Authorities about the stage of work at which services are terminated. The registered FPCOR appointed as replacement of the preceding FPCOR shall inform within 7 days about his appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After Competent Authority has inspected the site for his report, the newly appointed architect shall allow the work to proceed under his direction.
6. Instruct the relevant agency that adequate provisions are made for fire prevention and safety during construction and development.
7. Verify the building design, the layout plan and the submission and working drawings.
8. Supervision while execution of construction work to ensure that the facilities with respect to these regulations are provided as per specification and drawings and
9. Submit certificate of supervision, progress report and certificate of completion

## **5. Procedures to get the permission**

1. For the fire safety, notwithstanding anything contains in any regulations, any applicant, seeking permission in building where a **fire safety officer** is required to be appointed, shall along with the required documents make an application, to the **fire authority**. The application shall be countersigned by the applicant, the Architect, the structural engineer and a fire protection consultant.
2. On receipt of the application made by the applicant, the fire authority shall, within a period of 30 days scrutinize the same and after making such inquiry as if may deem fit, is of his opinion that the development process fulfils the requirement for fire prevention and life safety as required under these regulation shall issue "No Objection Certificate" in prescribed form.

## **6. Duties and Responsibilities**

1. General duties and responsibilities of the Fire Protection Consultant shall be Mutatis to mutandis to GDCR
3. He / She shall be responsible for making adequate arrangements to ensure not only that the work is executed as per the regulations but also is confirmation with the stipulation of the National Building Code and the B S I standard and shall obtain NOC form the Fire Authority before applying for occupation certificate.

## 7. Definition

4. "Act" means the Gujarat fire prevention and life safety measures act 2013
5. "Applicant" means an occupier or owner intending to make an application for development under section 26 of the Act
6. "Appropriate authority" means authority as defined under Act
7. "Building" means all types of structures constructed by various agencies
8. "Competent authority" means any person or persons or Authority or Authority authorized by the Urban Development Authority or the Area Development authority as the case may be, to perform such functions as may be specified.
9. "Fire authority" means the Chief fire officer or any other person authorized by the competent authority
10. "CGDCR" means the Comprehensive General Development Control Regulations made under clause (m) of sub section (2) of section 12 of the Gujarat Act



**SURAT MUNICIPAL CORPORATION**  
**FIRE AND EMERGENCY SERVICES**

**Registration Procedures**

**11. GENERAL GUIDELINE AND DIRECTIONS**

1. For the registration, the applicant shall submit an application in the prescribed form to the competent authority accompanied by the necessary documents. The registered Fire Protection Consultant shall be eligible to work with Surat Municipal Corporation

2. The Applicant shall pay registration fee by D.D. / Pay order on along with the application form.

After the scrutiny of the application, if an applicant is not found suitable for the registration, the application will be rejected by the competent authority and registration fee will be refunded . The final selection will be based on experience, credential and technical and financial capability of the applicant.

3. On report of specific failure or default by a Fire Protection Consultant and if the financial circumstances or technical capacity of a Fire Protection Consultant is found to have so deteriorated that he ought to be removed from the register of the approved Fire Protection Consultant, the authority may proceed to do so after calling the fire protection consultant to state within stipulated time, as to why the action proposed should not be taken against him. Action taken then after shall be intimated to all the concerned.
4. The registering authority shall review the registration affected by him every year for taking action for removal.
5. If a Fire Protection Consultant whose name has been so removed from the register of the approved list and desires to re-enroll, he should apply as a fresh. Such applications would be considered on its merits.
6. Any Fire Protection Consultant removed from register of approved list by an officer who is competent to do so, may appeal to the Commissioner, Surat Municipal Corporation against the orders of removal and the decision of the Commissioner, Surat Municipal Corporation shall be final and binding to both parties.
7. If there is any change in the constitution, it shall be immediately brought to the notice of the Surat Municipal Corporation. Similarly any change in the technical personnel shall also be immediately brought to the notice of the Surat Municipal Corporation.
8. If any registered Fire Protection Consultant violates the terms of the contract, encourages corrupt practices or causes monetary loss to the Surat Municipal Corporation, and / or obstructs the corporation's work or instigates to do so, his name shall be liable to be removed from the register of the approved list.

## 12. FOR REGISTRATION

- (1) The Fire Protection Consultant will be registered as shown in the following table according to their works experience and technical capability.
- (2) Registration shall be considered on merits by the competent authority.
- (3) Qualification, Experience and Eligibility of Fire Protection Consultant shall be as per the Clause 3 of this documents
- (4) Fire protection Consultant / Applicant on the approval of the registration shall depute experience staff or associates with consultant / persons who have sufficient knowledge of civil / mechanical / electrical engineering related to fire fighting system, installations, study and preparation of necessary drawings, submission to authority for approval. Authority may call consultant for discussion if necessary. Fire Protection Consultant should have sufficient knowledge of drawings, plan elevation and section of building, civil drawings, mechanical installations and electrical installations equipment related to fire fighting system.

### (5) FEE FOR NEW / RENUAL OF REGISTRATION

Fire Protection Consultant registration will be given for **Five year** by furnishing necessary documents and registration fees as under. For re registration Fire Protection Consultant shall apply before completion of validity period. Fire Protection Consultant fails to apply for re registration before completion of validity period.

Sr. no	Person on record	Registration Fee
	Registration fee (For the period of five years)	Category <b>D1</b> to D6
5	Fire protection consultant on record	Rs. 50000 for 5 years

- (6) The black listed / debarred Fire Protection Consultant shall not be given re-registration for the time for which they are black listed / debarred. However he may re-register after the completion of the black listing debarring period.

### 13. REGISTRATION / RENEWAL (BIO DATA)

1.	<p>1. Name of Applicant / Agency</p> <p>2. Address</p> <p>3. Contact Details</p> <p>4. Phone number</p> <p>5. Fax Number</p> <p>6. Email</p> <p>7. Mobile</p>	
2.	<p>Status of Applicant</p> <p>Individual / Proprietor firm / Partnership firm / etc</p>	
3.	<p>Name of the person holding the Power of attorney</p> <p>(Submit attested documents)</p>	
4.	<p>Names of the partners with their Present and permanent address, their liabilities in other firms, in which they are either employees or partners.</p> <p>(Submit attested documents)</p>	
5.	<p>1. PAN Card details</p> <p>2. Professional Tax details</p> <p>3. GST Registration</p> <p>(Submit attested documents)</p>	
6.	<p>If this application is for renewal?</p> <p>Submit the copy of existing Registration certificate</p> <p>1. No.</p> <p>2. Date</p> <p>3. Class</p> <p>4. Validity</p>	
7.	<p>Details of the Registration / enrollment / empanelled with any other Organization.</p> <p>(Submit attested documents)</p>	
8.	<p>Technical qualification and experience of the proprietor or partners employees of the firm.</p> <p>1. Name</p> <p>Qualification</p> <p>Status</p> <p>Experience in years</p> <p>Date of appointment</p> <p>Date of Joining</p>	
9.	<p>Applicant is capable of maintaining office at Surat?</p>	
10.	<p>Details of the Financial turnover of last three years duly certified by the Chartered Accountant along with balance sheet and audited reports</p> <p>Year</p> <p>Year</p> <p>Year</p>	

11.	<p>Has the applicant or his partners or share-holder been black listed / debarred, from any organisation. Please give specific details</p> <p>Fire Protection Consultant shall submit undertaking on his letter pad that, his or his firm is not blacklisted by any organization.</p>										
12.	Details of the any work, abandoned by the Fire Protection Consultant or client.										
13.	Details of the Experience as per eligibility criteria (attested copy of the documents to be submitted)										
14.	Details of the present working status (attested copy of the documents to be submitted)										
15.	<p>Photographs of proprietor/partners/power of attorney holder with signature and name</p> <table border="1" data-bbox="285 936 976 1331"> <tr> <td data-bbox="285 936 516 1188"></td> <td data-bbox="521 936 743 1188"></td> <td data-bbox="748 936 976 1188"></td> </tr> <tr> <td data-bbox="285 1194 516 1262"></td> <td data-bbox="521 1194 743 1262"></td> <td data-bbox="748 1194 976 1262"></td> </tr> <tr> <td data-bbox="285 1268 516 1331"></td> <td data-bbox="521 1268 743 1331"></td> <td data-bbox="748 1268 976 1331"></td> </tr> </table>										

13. I/We hereby certify that I / We am / are not partner(s) in the Firm(s) suspended removed & punished of banning of business or connected with the Firm suspended, Removed or punishment of banning of business etc. with any organization.

14. We, the partners of this Firm, hereby give an undertaking that we are jointly and severally responsible to meet all the liabilities over and above the business of this Firm and make good the above financial loss sustained by Surat Municipal Corporation as a result of our abandoning the works entrusted to us i.e. this Firm.

15. I / We hereby certify that I / We are Indian citizens.

The above said information are true and correct. In any case, information found wrong or insufficient, Surat Municipal Corporation's decision regarding my registration or this application will be binding to me.

- Note:
1. If the Individual / Proprietorship / Partners of the firm seeking registration possesses the requisite technical qualification the number of the total minimum qualified engineers required shall be inclusive of him / them.
  2. One of the Partners, director of the company shall have qualification ,experience and financial criteria as mentioned in the document of fire FPCOR in case of applicant other than individual or proprietorship firm.
  3. FPCOR / Applicant on the approval of the registration shall depute experience staff or associates with consultant / persons who have sufficient knowledge of civil / mechanical / electrical engineering related to fire fighting system, installations, study and preparation of necessary drawings, submission to authority for approval. Authority may call for FPCOR for discussion if necessary. Fire expert should have sufficient knowledge of drawings, plan elevation and section of building, civil drawings, mechanical installations and electrical installations equipment related to fire fighting system.

Date:

Place:

Signature

Name, Designation and full address  
of the applicant, with date and stamp

## 14. Annexure 1- Qualification and Experience of Fire Protection Consultant

Sr	Position	Name	Educational Qualifications	Experience
1	Fire Protection Consultant			
2	Others			

**Note:**

1. For Fire Protection Consultant position personnel shown in the table, the bio data should be enclosed
2. SMC reserves the right to request for additional information / clarifications from applicant on the Technical Experience and if required, may also contact the respective Client references provided by the applicant in this regard.

## 15. Bio Data Sheet

1. Name :
2. Address:
3. Mobile No:
4. Date of Birth:
5. Age at the time of application:
6. Educational Qualification:
7. Examination passed in year.....and at the attempt.....
8. Name of Degree:
9. Name of college/Institution:
10. Name of Board/University:
11. Work experience in years:
12. In job/service since how long in this firm

I declare that, the information furnished here in above is complete, correct and true, best of my knowledge

Signature of Fire Protection Consultant

Date:

Note: Submit attested copy of last year mark sheet / certificate / work experience certificate.