

**Directorate General Fire Services,
Civil Defence and Home Guards
(Ministry of Home Affairs, Govt. of India)**

EOI for Hiring of Consulting services

Directorate General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, Govt of India invites sealed Expression of Interest (EOI) from Hiring of Consulting services to carry out Civil Defence Preparedness Audit of the identified areas of the Country.

Interested Agencies may refer to DG FS CD & HG website www.dgfscdhg.gov.in for detailed advertisement and Terms of reference on EOI.

The last date of receipt of applications is **21 days** from the date of publication of this advertisement in the newspaper.

**Director General
FS, CD & HG
MHA, Govt of India**

CBC 19136/11/0001/2324

**Expression of Interest (EOI) for
Hiring of Consulting Services to carry out
Civil Defence Preparedness Survey / Audit of Identified areas of the Country**

Directorate General Fire Services, Civil Defence and Home Guards

Ministry of Home Affairs, Govt of India

East Block-7, Level 7, Sector -1

RK Puram, New Delhi – 110066

Date: 02 August, 2023

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1. TEXT OF ADVERTISEMENT

**Directorate General Fire Services, Civil Defence and Home Guards
Ministry of Home Affairs, Govt of India
East Block-7, Level 7, Sect -1
RK Puram, New Delhi – 110066**

INVITATION FOR EXPRESSION OF INTEREST

Directorate General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, Govt of India invites sealed Expression of Interest (EOI) (**unsealed responses will not be accepted under any circumstances**) from Consulting agencies to carry out Civil Defence Preparedness Survey / Audit of identified areas of the country. (Detailed scope of work is available at **Annexure-I of EOI**)

The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.dgfscdhg.gov.in.

Further details, if any, may be obtained from Director General Fire Services, Civil Defence and Home Guards, East Block 7, Level 7, Sec 1 RK Puram, New Delhi-110066 during working hours.

Last date for submission of EOI is 02 August 2023 up to 1700 hrs. Sealed envelope marked to the captioned address, containing EOI and other supporting documents may be submitted mentioning “Expression of Interest (EOI) to carry out “Civil Defence Preparedness Survey / Audit of identified areas of the country” on the top cover:

“Director General Fire Service, Civil Defence and Home Guards,
Ministry of Home Affairs,
East Block 7, Level 7, Sec 1 RK Puram, New Delhi-110066”

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of DG FS CD & HG. Bid Document will be subsequently issued to the short-listed applicants only.

Umesh Sharma
ADG CD (Comm),
Directorate General Fire Services,
Civil Defence and Home Guards
Ministry of Home Affairs

Note: Office of DG FS CD & HG or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and Office of DG FS CD & HG reserves the right to amend/add further details in the EoI.

2. LETTER OF INVITATION

**Directorate General Fire Services, Civil Defence and Home Guards
Ministry of Home Affairs, Govt of India
East Block-7, Level 7, Sect -1
RK Puram, New Delhi – 110066**

No. VIII-17011/09/2022-DGCD (CD)

Dated:

Dear Sir/Madam,

Directorate General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, Govt of India invites sealed Expression of Interest (EOI) (**unsealed responses will not be accepted under any circumstances**) from Consulting agencies to carry out Civil Defence Preparedness Survey / Audit of identified areas of the country. The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation, etc, is enclosed.

The EOI Document is also available on the website of this directorate i.e www.dgfscdhg.gov.in.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 02 August 2023 up to 1700 hrs.

**“Director General Fire Service, Civil Defence and Home Guards,
Ministry of Home Affairs,
East Block 7, Level 7, Sec 1 RK Puram, New Delhi-110066”**

Queries if any may be referred in writing to the Director General Fire Services, Civil Defence and Home Guards, at the above-mentioned address or E-mail: dg@dgfscdhg.gov.in

S. No.	Critical Dates	Date	Time
1.	Publishing Date	02 August 2023	1000 Hrs
2.	Document Download Start Date	02 August 2023	1000 Hrs
3.	Document Download End Date	22 August 2023	1000 Hrs
4.	Bid Submission Start Date	02 August 2023 onwards	1000 Hrs
5.	Bid Submission End Date	22 August 2023	1700 Hrs
6.	Bid Opening Date	23 August 2023	1200 Hrs

Yours faithfully,

Umesh Sharma
ADG CD (Comm),
Directorate General Fire Services,
Civil Defence and Home Guards
Ministry of Home Affairs

Encl: EOI Document

3.0 Background:

Civil Defence in India operates under the statutory authority of Civil Defence Act, 1968 and primarily deals with the emergency preparation of the Civil Administration in the event of hostile attack, saving life & property and training civilians. Civil Defence Act has been amended by Civil Defence (Amendment) Act 2009 and an additional role of disaster management has been added to the charter of Civil Defence. Civil Defence is primarily organized on voluntary basis except a nucleus of paid staff. Govt of India also provides financial assistance to the State Governments to implement necessary Civil Defence measures as specified at Civil Defence Rules, 1968 and Revised Master plan of Civil Defence-2003. Directorate General of Fire Services, Civil Defence and Home Guards, MHA is intending to carry out survey / audit of Civil Defence preparedness of the identified areas of the country.

4.0 Aims & Objectives:

The aim of the EOI is to hire the services of a consulting agency to carry out Civil Defence Preparedness Survey / Audit of the identified districts of the country. The objective of the project is as follows:

- To take an account of the Civil Defence preparedness of the identified areas of the country.
- To assess the current capacity of the Civil Defence organization to undertake the assigned task.
- To identify gaps and deficiencies in the present Civil Defence set up.
- To identify the bottleneck areas, which are likely to hamper the effective implementation of Govt instructions.
- Any other relevant objective which may come up during the survey/audit.

5.0 Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Directorate General Fire Services, Civil Defence and Home Guards, MHA at the address specified herein earlier. In exceptional circumstances and at its discretion, Directorate General Fire Services, Civil Defence and Home Guards, MHA may extend the deadline for submission of proposals by issuing an amendment to be made available on the official website, in which case all rights and obligations of Directorate General Fire Services, Civil Defence and Home Guards, MHA and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

6.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of Six (06) months initially which may be extended further if required by Directorate General Fire Services, Civil Defence and Home Guards, MHA.

7.0 TERMS OF REFERENCE

The detailed terms of reference are enclosed at **Annexure-I**.

8.0 INSTRUCTIONS TO CONSULTANTS

The Expression of Interest is to be submitted in the manner prescribed below: -

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes: -

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Additional information as per Format-5.
- f) Declaration as per Format-6.
- g) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

EOI Documents have been hosted on the website www.dgfscdhg.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

9.0 Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting document	Compliance
1.	The applicant shall be an autonomous research/educational institution of higher learning, established by an act of parliament	Copy of Certificate of Incorporation / Registration, etc	
2.	The applicant must have a dedicated center for conducting defence and security related work or disaster management related work, established in cooperation with Central / State Government / agency.	Proof of establishment of Center with MoU, if any	
3.	The applicant should have completed a project with Central / State Government / PSUs / autonomous bodies for a project value greater than 5 Crs in the last 3 years.	Copy of Work Order/Contract to be attached	
4.	The applicant should have secured at least two projects on Study / Training / Consulting assignments from Defence/Security establishments / Central Government / State Government in the last 3 years	Copy of Work Order / Contract	
5.	The applicant should have at least 02 full time experts on its pay rolls assigned dedicatedly to the project	Certificate by the applicant's authorized signatory	
6.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies in the last 3 years.	Certificate by the applicant's authorized signatory	
7.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.	

10. Evaluation Criteria and Method of Evaluation:

Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

(a) EOI will be evaluated for short listing inter alia based on the availability of center in the institute, their past experience of handling projects with Centre / State / PSU / autonomous bodies, availability of full-time experts on the pay roll and presentation / proposal to the selection committee whose decision will be final.

(b) Agencies who qualify as per the eligibility conditions will be provided a brief about the Civil Defence program. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.

(c) DG FS CD & HG may get the past performance of bidder verified from the concerned agency.

(d) Short listed agencies will be issued Bid Documents and asked to submit their priceproposal in a sealed envelope.

11. Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover super scribed, as “EOI for Hiring of Consulting Services to carry out Civil Defence Preparedness Survey / Audit of identified areas of the country.

12.0 Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform DG FS CD & HG, detailing the conflict in writing as an attachment to this Bid.

DG FS CD & HG will be the final arbiter in cases of potential conflicts of interest. Failure to notify DG FS CD & HG of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

13.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. DG FS CD & HG reserves the right to withdraw EOI and or vary any part thereof at any stage. DG FS CD & HG further reserves the right to disqualify any bidder, should it be so necessary at any stage.

14.0 Last date of submission of EOI:

The last date of submission of EOI is 22 August 2023 (1700 hrs). Bid Opening Date & Time is 23 August 2023 (1200 hrs.)

15.0 FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,
Director General Fire Services, Civil Defence and Home Guards
East Block 7 Level 7
Sec 1 RK Puram,
New Delhi 110066

**Sub: Submission of Expression of Interest to carry out Civil Defence Preparedness Survey /
Audit of identified areas of the country.**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on 02 August 2023 at 1000 Hrs for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 2 (Format-4)
4. Additional information (Format-5)
5. Declaration (Format-6)

Sincerely Yours, Signature of
the applicant

[Full name of applicant]

Stamp.....

Encl.: As above.

Date:

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Institute / University	
2.	Address of registered office with telephone no., email ID & fax	
3.	Organogram of the Department / Institute / University	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous?If yes, details thereof.	
5.	SPOC / Nodal Officer to deal with the subject project	

Enclose: -

1. Copy of Certificate of Registration / Incorporation.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields				
Overview of the past experience of the Institute / University				
S. No	Items	Number of Assignments during last 3 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)
1	Experience of assignments of similar nature			
1.1	Experience of completing training or consulting assignments with Central Government / State Government			
1.2	Experience of completing training or consulting assignments with autonomous bodies / PSUs			
	Signature of the applicant Full name of applicant Stamp & Date			

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT – 5

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT -6

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Civil Defence Preparedness Survey / Audit of identified areas of the country.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

CIVIL DEFENCE AUDIT/ASSESSMENT OF BORDERING AND COASTAL STATES OF INDIA

16.0

TERMS OF REFERENCE

1. BACKGROUND

Civil Defence in India operates under the statutory authority of Civil Defence Act, 1968 and primarily deals with the emergency preparation of the Civil Administration in the event of hostile attack, saving life & property and training civilians. Civil Defence Act has been amended by Civil Defence (Amendment) Act 2009 and an additional role of disaster management has been added to the charter of Civil Defence. Civil Defence is primarily organized on voluntary basis except a nucleus of paid staff. Govt of India provides financial assistance to the State Governments to implement necessary Civil Defence measures as specified at Civil Defence Rules, 1968 and Revised Master plan of Civil Defence. Directorate General of Fire Services, Civil Defence and Home Guards, MHA is intending to carry out Civil Defence preparedness survey / audit of the identified areas of the country.

2. OBJECTIVES

The objective of the project is as follows:

- To take an account of the Civil Defence preparedness of the identified areas of the country.
- To assess the current capacity of the Civil Defence organization to undertake the assigned task.
- To identify gaps and deficiencies in the present Civil Defence set up.
- To identify the bottleneck areas, which are likely to hamper the effective implementation of Govt instructions.
- Any other relevant objective which may come up during the survey/audit.

3. TERMS OF REFERENCE

The consulting agency shall be required to perform inter-alia below mentioned activities: -

- (a) To prepare a comprehensive survey/audit checklist in close liaison with this office. For the purpose of preparing checklist, sample visit to Civil Defence set up at State and Districts may also be planned by the agency.
- (b) To assess the existing directions / guidelines related to implementation of CD measures and suggest improvements.
- (c) To prepare the visiting plan, reporting formats of the audit, define frequency of reporting in close liaison with this office.
- (d) To visit the Directorates of Civil Defence/Home Guards at 21 States/UTs, hold discussions with Home Department / Disaster Management department and Civil Defence department, gather inputs and assess the preparation level as per the checklist.
- (e) To visit 90 identified districts (List enclosed as **Appendix A**) (under 21 States/UTs) and assess the preparation level as per the checklist.
- (f) To identify gaps and deficiencies in the present CD set up.

- (g) To identify and list out the bottleneck areas, which hamper or may hamper the effective implementation of Govt instructions on Civil Defence.
- (h) To carry out data analysis and prepare audit and assessment reports in a simplified and presentable manner.
- (i) To carry out Impact assessment of Financial Reimbursement Policy of Civil Defence.
- (j) To carry out filed study, review, evaluation and assessment of overall functioning of CD measures and suggest improvement, if any.
- (k) Any other related task related to the project which may come up during deliberations.

4. TIME SCHEDULE

Survey/Audit Checklist, Reporting Format and Visiting plan to be completed within 30 days from the date of award of contract. The entire project may be completed within 1 year from the date of award of project.

5. INPUTS TO BE PROVIDED BY DG FS CD & HG

DG FS CD & HG will provide necessary policy/guidelines, available data required for the audit/assessment and analysis. DG FS CD & HG will provide inputs for preparation of checklist and reporting formats. DG FS CD & HG will facilitate necessary liaison at Home Department, Disaster Management department, State and Districts level for the said project.

6. DELIVERABLES

The consulting agency shall submit following deliverables:

- (a) A detailed report on the present civil defence preparedness level of the identified areas in the country.
- (b) A detailed report comprising of present gaps and deficiencies in the present set up.
- (c) A detailed report on the bottleneck areas, which restrict the implementation.
- (d) To suggest mitigation measures to improve the implementation of Civil Defence measures in the identified areas in terms of operations, administration, rules, regulations, guidelines, welfare and motivation.
- (e) Any other relevant points that may come up during the survey/audit and during discussion with this office and survey/audit.

List of Identified Districts

S. No	States/ UTs	Districts
1.	Andhra Pradesh	Visakhapatnam
2.	Arunachal Pradesh	Tawang
3.		West Kameng
4.		West Siang
5.		Anjaw
6.	Assam	Kokrajhar
7.		Dhuburi
8.	Dadra Nagar Haveli & Daman and Diu (UT)	Daman and Diu (UT)
9.	Goa	North Goa
10.		South Goa
11.	Gujarat	Kachchh
12.		Jamnagar
13.		Devbhoomi Dwarka
14.		Bhavnagar
15.		Ahmadabad
16.		Vadodara
17.		Bharuch
18.		Surat
19.		Navsari
20.	Jammu & Kashmir	Punch
21.		Jammu
22.		Samba
23.		Kathua
24.	Karnataka	Uttara Kanada
25.	Kerala	Kasaragod
26.		Kannur
27.		Kozhikode
28.		Malappuram
29.		Thrissur
30.		Ernakulam
31.		Kottayam
32.		Alappuzha

33.		Kollam
34.		Thiruvananthapuram
35.	Lakshadweep (UT)	Lakshadweep
36.	Maharashtra	Palghar
37.		Thane
38.		Mumbai
39.		Raigarh
40.		Ratnagiri
41.		Sindhudurg
42.	Manipur	Ukhrul
43.		Tengnoupal
44.		Churachandpur
45.	Meghalaya	West Garo Hills
46.		South Garo Hills
47.		East Khasi Hills
48.		West Jaintia Hills
49.	Nagaland	Mon
50.		Tuensang
51.		Kiphire
52.		Phek
53.	Odisha	Bhadrak
54.		Kendrapara
55.		Jagatsinghapur
56.		Puri
57.		Khordha
58.		Ganjam
59.	Puducherry (UT)	Puducherry
60.	Punjab	Pathankot
61.		Gurdaspur
62.		Amritsar
63.		Firozpur
64.		Fazilka
65.	Rajasthan	Sri Ganganagar
66.		Bikaner
67.		Jaisalmer
68.		Barmer
69.		Jalor
70.	Tripura	Dhalai
71.		Gomati

72.		Khowai
73.		Sipahijala
74.		Unakoti
75.		North Tripura
76.		South Tripura
77.		West Tripura
78.	West Bengal	Coochbehar
79.		Alipurduar
80.		Jalpaiguri
81.		Kalimpong
82.		Darjeeling
83.		Uttar Dinajpur
84.		Dakhsin Dinajpur
85.		Maldah
86.		Murshidabad
87.		Kolkata
88.		Purba Medinipur
89.	Ladakh	Kargil
90.		Leh
	Total	90