CENTRE FOR NANO AND SOFT MATTER SCIENCES

Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli,
Bengaluru – 562162

Autonomous Institution under the Dept. of Science & Technology, Govt. of India

Request for Quotation

Date: 3 November 2026

The Centre invites the quotation for Comprehensive Fire Safety Audit of the Centre as per the scope of mentioned below.

Scope of Work

Comprehensive Fire Audit should include a detailed assessment of the building's fire and life safety measures in accordance with the applicable provisions of the National Building Code (NBC/NBCS) 2016/18 – Part 4, relevant BIS Standards, and applicable State Fire Service regulations.

The audit shall include:

1. **Document Review**

- Review of approved fire safety drawings.
- Review of Fire NOC/Fire Clearance status.
- Review of maintenance records, inspection reports and testing logs.
- Review of emergency response procedures and evacuation plans.

2. Building Fire Risk Assessment

- Occupancy classification.
- Identification of fire hazards.
- Assessment of combustible fire load.
- Housekeeping and storage practices.
- Identification of ignition sources.

3. Means of Escape Assessment

- Exit adequacy and accessibility.
- Staircase compliance.
- Travel distance verification.
- Exit signage.
- Emergency lighting.
- Refuge area (where applicable).
- Door operation and evacuation routes.

4. Fire Detection & Alarm System

- Fire Alarm Control Panel inspection.
- Detector coverage and condition.
- Manual Call Points.
- Hooters and sounders.
- Battery backup.
- Functional testing.
- Device health verification.

5. Portable Fire Extinguishers

- Quantity and suitability.
- Accessibility.
- Mounting condition.
- Pressure verification.
- Refilling validity.
- Inspection records.
- BIS compliance.

6 Electrical Fire Safety

- Main electrical panels.
- Earthing.
- DG room.
- UPS and battery room.
- Electrical fire hazards.

7. Special Hazard Areas

- Laboratories.
- Libraries.
- Kitchens/Canteens.
- Record rooms.
- Electrical rooms.
- DG rooms.
- Storage areas.

8. Smoke Management

- Natural ventilation.
- Mechanical smoke exhaust (where applicable).
- Staircase pressurization.
- Basement smoke management (if applicable).

9. Emergency Power Systems

- DG set.
- UPS.
- Emergency lighting.
- Fire pump power supply.

10. Fire Command & Communication Systems

- Fire Control Room.

- Public Address System.
- Fireman communication systems.
- Mimic panels (where installed).

11. Fire Tender Accessibility

- Fire vehicle access.
- Building setbacks.
- Breeching inlet accessibility.
- Terrace access.

12. Emergency Preparedness

- Fire drill records.
- Occupant awareness.
- Emergency Response Team.
- Evacuation procedures.
- Assembly points.

13. Statutory Compliance Review

- NBC/NBCS 2016/18 Part 4
- Applicable State Fire Service Rules
- Relevant Indian Standards (IS Codes)

14. Deliverables

- Detailed Fire Audit Report.
- Photographic evidence.
- Clause-wise compliance matrix.
- Identification of non-conformities.
- Risk categorization (Critical/Major/Minor).
- Detailed recommendations.
- Budgetary estimate for rectification works (if required)
- Executive summary and conclusion.

General Exclusions

Repair, servicing or rectification of defects.

- Fire extinguisher refilling.
- Hydraulic flow testing unless specifically requested.
- CFD analysis or smoke modelling.
- Fire Department liaison Ing or Fire NOC renewal.
- Preparation or revision of fire protection drawings.
- Supply or replacement of defective equipment.

NOTE:

a. The sealed quotation, clearly superscribed **"Quotation for Fire Safety Audit"** and addressed to the Administrative Officer, Centre for Nano and Soft Matter Sciences (CeNS), Arkavathi, Survey No. 7, Shivanapura, Dasanapura Hobli, Bengaluru – 562162, shall be submitted on or before 16th November 2026. Discount, if any, should be clearly mentioned.

b. The agency should have a minimum of five (05) years of proven experience in carrying out similar fire safety audits for research institutions, government establishments, or academic campuses. The agency shall also provide details of its qualified and certified technical personnel, along with relevant professional certifications and credentials, to establish the competency and expertise of the audit team.

c. Completion Timeline: The agency shall complete the Fire Safety Audit and submit the comprehensive audit report, along with observations and recommendations, within 30 days from the date of issuance of the Work Order.

d. Past Performance: The firm shall submit documentary evidence of its previous experience in carrying out Fire Safety Audits in Government organizations (At least in two organization) Government-funded institutions, autonomous bodies, or public sector undertakings. The firm shall provide copies of work orders, completion certificates, or satisfactory performance certificates issued by the concerned organizations as proof of successful execution of similar audit assignments.

e. Authorization for Fire Safety Audit: The firm shall possess valid authorization, recognition, accreditation, or certification from the competent Government authority or other legally recognized agency, as applicable, to undertake Fire Safety Audits. The firm shall submit documentary proof of such authorization along with its technical bid.

f. Terms of payment: Payment shall be released only upon successful completion of the Fire Safety Audit, submission of the detailed Fire Safety Audit Report, and acceptance of the report by CeNS. The report shall include the observations, findings, identified deficiencies, recommendations, and suggested corrective measures, wherever applicable. The payment shall be processed as per the applicable Government of India financial rules and institutional procedures, subject to submission of a valid invoice and other necessary supporting documents by the service provider. Complete details such as the bank account number/IFSC/Bank Address, etc. should be provided along with the quotation.

g. The Centre reserves the right to accept or reject any quotation or part thereof without assigning any reasons.

Firm Responsibilities and Safety Requirements:

The agency shall bring its own duly calibrated testing instruments and equipment required for carrying out the assigned work. The agency personnel shall strictly adhere to all laboratory safety protocols and instructions issued by CeNS while working on the premises. They shall ensure that their activities do not disrupt the normal functioning of laboratory operations or cause any damage to the existing equipment, instruments, or other facilities of CeNS. The agency shall be held responsible for any damage caused due to negligence or improper handling by its personnel.

Yours sincerely,

Administrative Officer