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GOVERNMENT OF MANIPUR  
FIRE SERVICE DEPARTMENT

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**NOTICE**

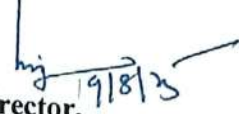
Imphal, the 19<sup>th</sup> August, 2025.

No.5/87/MISC/2024-FS/ : It is hereby informed to all concerned that applications are invited from the willing and eligible Third-Party Agencies for selection of empanelment of Certified Agencies for Supply & Installation of Fire Fighting Equipment in the State.

The prescribed Application Form, along with eligibility criteria and other details, can be obtained from the office of the Directorate of Manipur Fire Service, Head Quarter, Imphal during office hours. The same can also be downloaded from the website [www.manipurfireservice.gov.in](http://www.manipurfireservice.gov.in).

All applications duly filled in and accompanied by relevant documents must be submitted to this office on or before 05.09.2025.



  
Director,  
Manipur Fire Service,  
Imphal

**GOVERNMENT OF MANIPUR  
SECRETARIAT: HOME DEPARTMENT**

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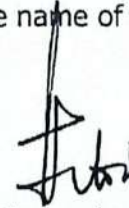
**NOTIFICATION**

Imphal, the 19<sup>th</sup> August, 2025

**No. H-1301/20/2025-HD-HD:** In pursuance of the recommendation of the Committee constituted for considering and accrediting Third Party Auditors for Fire Safety in the State of Manipur under the Chairmanship of Commissioner-cum-Secretary (Home), Government of Manipur in its meeting held on 08.08.2025, the Governor of Manipur is pleased to notify eligibility criteria, qualifications, processes, and guidelines **(Annexure-A)** for the empanelment and accreditation of Third-Party Auditors / Certified Agencies for Fire Safety in the State of Manipur for compliance with immediate effect.

2. Further, Director (Fire Service), Manipur shall take up necessary steps accordingly.

By order and in the name of the Governor,



(Dr. Mayengbam Veto Singh)  
Joint Secretary (Home),  
Government of Manipur

Copy to:

1. APS to Commissioner (Home), Govt. of Manipur.
2. Director (TCI), Manipur.
3. Director, Printing & Stationery, Manipur with a copy of the above Notification for favour of publication in the Manipur Gazette Extra Ordinary.
4. Director, Manipur Fire Service – *for necessary action and implementation.*
5. Executive Engineer (Electrical Division No. III), PWD, Manipur.
6. Guard File.

## **ANNEXURE -A**

### **I). Process for Empanelment of Certified Agencies for Supply & Installation of Fire Fighting Equipment:**

The empanelment of the agencies may be undertaken immediately to ensure the supply/installation of the BIS approved firefighting equipment on the premises.

a) At the time of issuing No Objection Certificate, the seeker(Builder) is to be informed that the procurement and installation of the firefighting equipment should be done only through the empaneled Certified Agencies, a list of which is to be provided to him. The seeker will also be instructed to inform the Department about the Certified Agency from whom the firefighting equipment is procured. The NOC seeker will have to employ an agency as per the indications given below.

- a. Grade D, only if the work is less than Rs. 5.00 Lakhs.
- b. Grade C, only if the work is less than Rs. 30.00 Lakhs.
- c. Grade B, only if the work is less than Rs. 70.00 Lakhs.
- d. Grade A, for all the works.

b) A non-refundable fee of Rs 1000/- to be collected from all the applicants at the time of submission of a hard copy of the application.

c) After receiving the applications, a committee appointed by the Director, Manipur Fire Service will scrutinize the applications for evaluation and decide on the eligibility of the applicant. The applicant agency will then be called for a personal interview after which the applicant agency will be given a Certificate of Empanelment. The agency will have to make the payment of the empanelment fee, as prescribed, at this time to receive the Certificate of Empanelment.

d) The names of the approved firefighting agencies will be posted on the website with their contact details so that the customer or the builder can have access to the list of Certified Agencies for procuring the firefighting equipment.

e) The performance of the Certified Agency will be monitored periodically as per the directives of the Director, Manipur Fire Service.

f) The period of validity of the Certificate of Empanelment (First time) will be for one year from the date of the issue of the Certificate of Empanelment. The same needs to be renewed before the expiry of the validity following the same procedure and the validity for all renewed Certificates will be for a period of 2 years.

g) The **Guidelines** of empanelment together with the Application form, Self-Check list, and all the Proformas are as follows:





## **II) Guidelines for Empanelment of Certified Agencies for Supply & Installation of Fire Fighting Equipment:**

### **1) Certified Agency to carry out work of providing firefighting equipment-supply and installation:**

- a) No person other than a Certified Agency shall carry out the work of supplying and installing firefighting equipment or performing such other related activities required to be carried out in any place or building or part thereof:
- b) No Certified Agency or any other person claiming to be such Agency shall give an Audit certificate regarding the compliance of the fire prevention and life safety measures rules or about the good working condition of the equipment, the Director, Manipur Fire Service Department or the member of Manipur Fire Service as authorized by Director Manipur Fire Service is competent to issue NOC or Audit certificate.

### **2) Power to grant license to act as Certified Agency:**

- a) The Director, Manipur Fire Service Department may grant any person or association of persons as he thinks fit, a Certificate to act as an Agency for the purposes of supply and installation of Firefighting equipment.
- b) Any person intending to have or renew such certificates shall apply to the Director, Manipur Fire Service in the prescribed form-1 and in the prescribed manner.
- c) On the receipt of such an application, the Director, Manipur Fire Service, after following the due process may, either accept the application and provide a Certificate in the prescribed form for initial period of one year or renew the same for a period of two years or, for reasons to be recorded in writing, by order, reject the application.
- d) Where the Director, Manipur Fire Service, has reason to believe that any person to whom a certificate has been granted has failed to comply with the conditions of the certification requirements or is unfit by reason of incompetency, misconduct or any other grave reasons, the Director, Manipur Fire Service 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 certificate.

### **3) Eligibility to act as Certified Agency:**

A. No person shall be eligible to apply to act as Certified Agency: and shall be granted a Certificate to act as an authorized Agency, unless he has –

(1) at least any of the following qualifications, namely: —



(i) a Degree or Advanced Diploma or Diploma in Fire Engineering 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 Engineer (U.K.) or M.I. Fire (U.K.) or A.M.I.F.E. India, Graduate ship Examination of the Institution of Fire Engineer (U.K.) or the Institution Fire Engineer (India) and having 3 years post qualification experience in a Fire Service established under law in a position not less than the rank of a Station Fire Officer or equivalent  
(or)

in the field of Fire Protection and engineering including design, installation, commissioning and maintenance.  
(or)

(iii) a Degree or Diploma in any engineering discipline from a recognized university  
(or)

any science graduate, who has undergone training in Skill Development Center (SDC) in relevant field i.e. construction, plumbing, electrician etc. (Director, Fire Service shall issue necessary work order permit which may deem fit) and Experience of 5 years in executing fire prevention and fire protection system, in high rise buildings as laid down in the National Building Code of India, 2016 or the code published by the National Fire Protection Association (NFPA, USA) 2008 as amended from time to time.

(2) A 'Qualified Person' is defined as one holding any of the qualifications mentioned in clause (1)(i or ii).

**B. Categories of Certified Agencies:**

a) There will be four categories, viz., Grade A, Grade B, Grade C and Grade D.

b) Minimum number of 'Qualified Persons' in the rolls of the applicant agency for being eligible for various categories must be –

Grade A : 5;

Grade B : 3;

Grade C : 2 and

Grade D : 1.

c) Grade D category applicant can take up assignments costing up to Rs 5 lakhs each, while the limit for Grade C will be Rs 30 Lakhs and the limit for Grade B will be Rs 75 Lakhs. Assignments of higher values can be taken up only by Grade A category applicants.





**C. holds a solvency certificate for an amount as prescribed below.**

Rs.15 Lakhs, Rs. 10 Lakhs, Rs. 5 Lakhs and Rs. 2.5 Lakhs for Grades A, B, C and D respectively or any amount that may be specified by the Director, Manipur Fire Service from time-to-time most with prior approval of the Government.

**D. has, during the period of 05 years immediately preceding the year of making the application, executed the work in relation to fire prevention and fire protection system in high rise buildings/ non –high rise buildings/industries:**

Cost of annual works executed in a single year out of last five years out of which at least in one financial year you must have executed and achieved minimum turnover (rupees in lakh) prescribed as mentioned below:

All Firefighting System Supply and Installations:

Grade of Empanelment A (Rs. 250.00 Lakhs)

Grade of Empanelment B (Rs. 150.00 Lakhs)

Grade of Empanelment C (Rs. 50.00 Lakhs)

Grade of Empanelment D (Rs. 25.00 Lakhs)

Fresh applicant:

Fresh applicants who are eligible otherwise will be given a Certificate after one month of intense training (at cost) and this certificate for **Grade D** will be valid for one year only.

**(E) has adequate machinery, tools and other requisite equipment in relation to fire prevention and fire protection systems; and**

**(F) has not been blacklisted by any Govt. Department or Organization or any other State.**

**(G) Salient Points for eligibility of a vendor applicant.**

(i) Vendor should buy equipment only from authorized distributor of the equipment.

(ii) Comply with all statutory labour and other laws.

(iii) Vendor should provide performance certificate from the earlier customers to support their claim.

(iv) Vendors who have close relatives in the Department should provide an affidavit giving details of the same along with the application.

(v) Demonstration of capabilities (only for applicants of A and B grades)



**4) Application to be made for Certified Agency, manner of making it and fees in respect thereof:**

- (1) Every application to act as an Agency for the purpose shall be in the prescribed form.
- (2) Such an application must be submitted in the offline mode only.
- (3) Every such application shall be accompanied by –
  - (i) The following fee: -
    - a. An application fee of Rs 1000/- at the time of submission of the hard copy of the application.
    - b. An empanelment fee as mentioned below after the approval of the application after the payment of which only, the Certificate of Empanelment will be issued to the applicant.
      - Grade A applicants: Rs.1,00,000/- for the first year and Rs. 25,000/- for every renewal.
      - Grade B applicants: Rs.75,000/- for the first year and Rs. 20,000/- for every renewal.
      - Grade C applicants: Rs.50,000/- for the first year and Rs. 15,000/- for every renewal.
      - Grade D applicants: Rs.25,000/- for the first year and Rs. 10,000/- for every renewal.

***All such fees collected will be retained by the Department to cover the cost of conducting the process.***

- (ii) Documents as may be specified by the Director, Manipur Fire Service and which shall include the following:
  - (a) Solvency certificate for an appropriate amount as mentioned earlier.
  - (b) Attested copy of deed partnership and power of attorney or articles of memorandum of association or affidavit on stamp paper in case the individual is the sole proprietor of the firm;
  - (c) Certificate from the Chartered Accountant or registered income tax practitioner in the prescribed form in case of private work.
  - (d) Certificate regarding appointment of the specified number of 'Qualified Persons' as specified earlier for the category applied for.
  - (e) Attested passport size photographs of partners or directors or individual proprietor and Also of the officers (Qualified Persons) referred to in (d).
  - (f) Attested copy of GST Registration Certificate.
  - (g) Affidavit on appropriate stamp paper, stating that his or her firm is not blacklisted by the Government or any Semi Government Organization.





**5) Certificate to act as an Empaneled Agency:**

The Certificate to act as an empaneled Agency shall be granted (after following the due process as prescribed earlier) in the prescribed Format and shall be subject to the following conditions:

(1) The Certificate shall be –

(i) non-transferable,

(ii) valid for one year from the date of issue, unless suspended or cancelled earlier,

(iii) renewable, if so desired, before its expiry for a further period of 2 years after following due procedure,

(2) Changes, if any, in respect of the

(i) Partners, Directors, or Members,

(ii) Address of the office of the Certified Agency.

iii) List of 'Qualified Persons' in the rolls of the agency shall be forthwith reported to the Director, Manipur Fire Service.

(3) The Certified Agency shall always keep the work, executed, or being executed by it open for inspection by the Director, Manipur Fire Service or any member of the service authorized by the Director, Manipur Fire Service.

**6) Renewal of Certificate:**

i). An application for renewal of the Certificate granted shall be accompanied by a fee equal to empanelment application fee charges as specified and all the relevant documents as mentioned in the Application Format. The renewal of the certificate will be completed on payment of the necessary empanelment fee.

ii). Training of the 'Qualified Persons' is mandatory for every renewal.

iii). Proof of the continuance of the 'Qualified Persons' in the agency during the period, the earlier certificate was valid, must be provided by the agency along with its application.

Such proofs may be provided by a Chartered Accountant or through Bank statements or through pay slips or through any other payments made to the government agencies.

**7) Training to the Certified Agencies:**

i. All the successful applicants will have to undergo a weeklong training programme conducted by the Department before the issuance of the certificate, the cost of which will be borne by the applicants and the training fee is decided





by the Director, Manipur Fire Service from time to time. The Department may involve external experts also in these programmes to ensure that quality input is given to the trainees.

ii. For applicants who have cleared the process but who have no prior experience in the field (who will be considered only for Grade D) the training will be for an extended period of one month which will ensure that the agency is well prepared to take up its first assignments. The cost of the training is to be borne by the trainees and the fee is decided by the Director, Fire Service from time to time.

iii. Apart from the above, the Department might offer optional training programmes to the agencies to update them on any modification to the rules or to introduce new technological developments in the field etc.

***The fees collected for such training programmes will be retained by the Department to meet the cost of organising such programmes.***

**8) Notice to show cause why Certificate be not suspended or cancelled:**

Where any person to whom the Certificate has been granted fails to comply with the conditions of the process or is unfit by reason of incompetency, misconduct or any other grave reason, a notice to show cause as to why the Certificate granted to him to act as an a Certified Agency should not be suspended or cancelled, is to be given to such person in a prescribed Format.

A handwritten signature in black ink, appearing to be 'J. K. J.', is located in the lower right quadrant of the page.

**Form-1****Application Form for Empanelment of Certified Agency**

Please affix  
here Court Fee  
Stamp of  
Rs.5/-

To  
The Director,  
Manipur Fire Service,

Sub: Grant or renewal of Certificates for Agencies for supply and installation of Firefighting equipment.

The undersigned hereby applies for grant of or renewal of Certified Agency for undertaking and executing the work of providing firefighting equipment - supply and installation in any place, building or part thereof. The particulars regarding the Agency are given below:

1.	Full Name of the Applicant (in capital letters)	
2.	Whether the Agency will be a Proprietary Concern or an Association of persons 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 & Contact Details of the Firm or Company	
5.	If the Certified 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 addresses of each of the partners, or as the case may be, Directors.	
6.	Office address from where the Agency will act as a Certified Agency -	
7.	Grade in which empanelment is sought- (A/B/C/D)	
8.	Personnel with the Agency- (a) Supervisory staff-names, qualifications and addresses of each-	



	(b) Other employees- names, Qualifications and addresses of each- (Please add the list)	
9.	Details of work with regard to Fire Fighting Equipment Installations undertaken and executed previously-	
	(a) name or nature of work	
	(b) approximate cost of work	
	(c) Whether the work is executed or still in progress and remains to be executed. (Note:- original or attested copies of Certificate of verification of above details by the client organization for whom works are carried out are attached).	
10.	Technical qualifications and experience of the proprietor or partners or 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 / empanelment else wherein his name or in the names 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.	If the application is for renewal of the existing agency, the details in respect of the validity details. (copy of the earlier certificate to be appended)	
16.	Whether empanelment of the agency granted any time previously has been suspended or cancelled; and if so, reasons therefor.	

17.	A fee of Rs.1000 will be paid by NEFT at the time of submission of the application and the empanelment fee as applicable will be paid once the application is approved	
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I/ We certify that I/We have not been and will not get myself or ourselves registered as Certified Agency in the Department under more than one name.

Thanking you,

Yours faithfully

**Applicant**



## Self-Check List

(To be submitted with the Application)

Name of the Applicant/Agency	
Address	
Telephone & Fax No.	
Mobile No.	
E-Mail ID	

Please check whether the given below documents are attached or not.

S. No.	Details require as per the Fields in the Application Form	If enclosed		Remarks
		Yes	No	
1.	Please affix Court Fee stamp of Rs.5/- on Application Form			
2.	Address to : The Director, Manipur Fire Service H.Q., Imphal			
3.	Full name of the applicant (in capital letters) here you are required to give the full name of the agency only.			
4.	Registration number – In case of– a) If the agency is a company (public/private ltd), then the number appear in registration certificate. (Attested copies of memorandum of association and articles of association are enclosed). b) If the agency is partnership firm, and if it is registered, then attested copy of deed of Partnership and power of attorney to be enclosed. c) If the agency is a Proprietary Concern, then, a declaration on Rs.100 stamp paper giving the name, address and since when it is functioning doing business of firefighting installation work is to be provided.			
5.	Address (in case of agency is company, write here the address given in the registration certificate).			
6.	a) Qualifications and address of the– Directors (in case of company public/private) Partners (in case of partnership) Proprietor (in case of proprietorship concern) (Copies of qualifications duly not arise are enclosed) b) Self-Attested passport photographs of Partners/Directors/ Individual Proprietors.			
7.	Office address from where the agency will act as a Certified Agency. (The address may either the one given in the registration certificate or if it will be functioning from any other place/ branch office opened in Manipur, then mention here such address) which is to be mentioned on the Certificate of Registration.			

8.	<p>Grade for which empanelment is applied for – Mention specifically the type of work the agency desires to execute for which the Certificate of Empanelment is required. Tick mark the class for which you are eligible on the basis of annual turnover. Cost of annual works executed in a single year out of last five years out of which at least in one financial year you must have executed and achieved minimum turnover (rupees in lakh) prescribed as mentioned below)</p> <p>All Firefighting System Supply and Installations Grade of Empanelment A (Rs. 250.00 Lakhs) Grade of Empanelment B (Rs. 150.00 Lakhs) Grade of Empanelment C (Rs. 50.00 Lakhs) Grade of Empanelment D (Rs. 25.00 Lakhs)</p> <p><b>Fresh applicant</b> Fresh applicants who are eligible otherwise will be given a Certificate after one month of intense training (at cost) and this certificate for Grade D will be valid for one year only</p>			
9.	<p>Personnel with the agency. -names, qualifications and addresses of each</p> <p>a) Supervisory staff(heads/officers of technical dept./accounts etc) b) Other employees working in the technical /non-technical deptt.</p>			
10.	<p>Details of works of firefighting equipment supply and installation work executed in the previous financial years(i.e excluding the financial year in which application is now made for certification /renewal of certificate. Such information should contain the orders received, with date of workorders, details of works (items of firefighting equipment, and its cost with installation, commissioning, with or without vat and or service tax etc., if the work is completed in that financial year or a part of it carried forward to the next financial year etc. This information for each financial year is to be given in the prescribed proforma 'A' enclosed with this check list, should be signed by the Chartered Accountant/ Register Income Tax practitioner and the certificate to that effect in the prescribed proforma 'B' enclosed with this check list, duly signed by the chartered accountant to be enclosed with application. Hence you have to enclose, (1) Annual Turnover Certificate duly signed by C.A. (Proforma-'B') (2) Statement of Annual cost of work executed duly signed by C.A. (Proforma-'A').</p>			



	(3) Copies of work orders with BOQ/Estimate/Quotation (works executed and work under execution, new or old), (4) Work completion certificate/ letters/testing & commissioning reports, as the case may be, from the respective clients wherever possible.			
11.	Technical qualifications and experience of the Directors or the Partners or proprietor and dealing Technical Officers or employees of an agency(repeat the information given in ItemNo.4 and 8 above. This information is required to ascertain that the applicant agency has Director/ Partner/Proprietor has and in case they don't have such necessary qualification and experience as prescribed, then they have appointed in their agency such officers having above mentioned qualification and experience. To this effect the declaration should be given in the Proforma 'C' enclosed with this checklist.			
12.	Full Details of plant, machinery and tools owned by the applicant agency, with description and numbers. And such plant, machinery and or tools are kept on the site of workshop, then full details of location shall be provided with the application.			
13.	If the applicant agency is enlisted / empaneled with any other Department or organization in any other State, for installation of firefighting machinery, only then give the category viz. firefighting equipment and its class, if any. If so say Yes. If any other work, say NO.			
14.	If any director or partner or proprietor has been in the past blacklisted by any Govt Deptt/organization/other State? The declaration should be given in the following proforma on Rs.100/- stamp paper to be enclosed with the application. I hereby declare that the applicant or any of the Directors/Partners/ being Proprietor (strikeout the words not applicable) or is Company/ Partnership Firm/Proprietorship Concern (strike out the words not applicable) has not been blacklisted in the past by any Govt Deptt/ Organization/other State. (Proforma-'D').			
15.	Has the applicant applied for empanelment (to act as certified agency) elsewhere (any other Municipal Corporation/Council/ in any other State) for carrying out installation of firefighting equipment in his name or in the names of Partner/Director/Firm/Company. If yes give details. If the application is rejected, then give particulars i.e reasons for rejection of application. If it has not applied, then say NO.			
16.	Copies of Income Tax Certificate / IT Return of previous three Assessment years.			
17.	Minimum Solvency certificate from nationalized /scheduled/Co-operative Bank, in original to be enclosed with the application. Amount of Solvency –			

	<p>For categories</p> <p>Grade A      Rs. 15,00,000/-</p> <p>Grade B      Rs. 10,00,000/-</p> <p>Grade C      Rs. 5,00,000/-</p> <p>Grade D      Rs. 2,50,000/-.</p> <p>If the applicant does not wish to enclose original solvency certificate, the applicant agency shall be required to submit/enclose a copy of original solvency certificate duly signed and stamped by the Manager of the respective Bank.</p>			
18.	<p>If the application is new, say Yes/No</p> <p>If the application is for renewal of existing certificate, then give the validity period and enclose the copy of existing certificate. It shall be the responsibility of the applicant agency that such application for renewal of certificate should be complete in all respects and be submitted two months before the expiry of validity period of the existing certificate in the Manipur Fire Service.</p>			
19.	<p>If at anytime the certificate to act as an agency granted by Manipur Fire Service by any Municipal Corporation/ Council/ Planning Authority or any other State any time previously has been suspended or cancelled?</p> <p>If yes, give reasons, therefore.</p>			
20.	Copies of PAN Card, GST Registration certificate,			
21.	<p>Copies of previous three financial years balance sheet(audited/provisional) in case of new application.</p> <p>Copy of balance sheet of preceding financial year(if the application for renewal of certificate is submitted in the current financial year, then the applicant agency shall enclose copy of immediate previous financial year).</p>			
22.	Copies of letters(mentioning the breakup of value of work order date of beginning of work and date on which work completed)/testing reports from the clients whose works of installation/commissioning of firefighting equipment completed/executed in each financial year.			
23.	Please download the application through the and Manipur Fire Services Department website. <a href="http://www.manipurfireservice.gov.in">www.manipurfireservice.gov.in</a>			

Date:

Place:

(Signature of the Applicant)



**Proforma A**  
Annual costs of works executed (excluding maintenance work and replacement) in the last 5 years (Rs. in Lakh)

Sr. No.	Name of The Company	Date of Work Order	Scope of Work				Cost of works executed during Financial yrs				Balance works carry forward at the end of Financial Works i.e. work in progress		
			Hydrants, Sprinklers, Pumping etc.	Detection Smoke/UV/Suppression, etc.	Passive Cable, Fire doors, etc.	Total	Hydrants Sprinklers, Pumping ewtc.	Detection Smoke/UV/Suppression, et	Passive Cable, Fire, doors, etc.	Total	Hydrants, Sprinklers, Pumping etc.	Detection Smoke/UV/Suppression, etc.	Passive Cable, Fire doors, etc.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

**Please Note**

1. Give information of each financial year on a separate sheet for each year) along with the copies of work orders/ indent/ BOQs
2. In case of renewal of certificate, submit the information about previous financial year and the work in hand / work in progress in the current financial year only and along with the copies of work orders/BOQs/Indents accounted in such statement.
3. If a work is totally executed in a financial year but payment/part payment is not received/received, the applicant agency may include part payment received in that financial year / the cost of total project executed may be included under the column work executed in that particular financial year. The above is subject to the condition that a letter of work completed with the break-up of cost of work signed by the Chartered Accountant / Registered Income Tax Practitioner is submitted.
4. Information given in any other proforma/format/ statement will be rejected.

Place: .....

Signature and Stamp of  
Chartered Accountant / Registered Income Tax  
Practitioner

Date:

.....

## Proforma B

(Certificate from Chartered Accountant / Registered Income Tax Practitioner on his Letter Head)

This is to certify that M/s.....has executed the works of Firefighting Equipment Supply and Installation during the last five years as given in the table. I have verified and certified the work orders/purchase orders/quotations/indents and work completion certificates of all clients whose work executed and are billed, are enclosed herewith. I have also verified the annual turnover shown below.

1. Is of only supply & installation of firefighting equipment only. Any turnover generated by A.M.C., trading or any other activities which are not related to the above works are not reflected in the annual turnover.

2. The works executed and billed by M/s.....included in the annual turnover of respective financial year and even though the payment for the same received in the next financial year, such amount are not reflected in the subsequent /next financial year. The details of such transactions are verified by me and are enclosed herewith.

3. The payments from the clients whose purchase order are not made available, such client's indents/quotations/works completion certificate and the payments received for, are also verified by me and that the copies of such indents/quotations/works completion certificate and the statement of payment of such works are enclosed.

4. The work orders/purchase orders of working progress and its value is as per the enclosed statement.

The annual turnover (Cost of annual works executed by firm/ company/proprietary firm) and the cost of work in progress plus work in hand is as follows.

20__ - 20__	Financial Year Fire Fighting Equipment System Supply / Installation
20__ - 20__	
20__ - 20__	
20__ - 20__	
20__ - 20__	
Work in Progress (Balance work of .....)	
Work in hand .....	
Total of Work in Progress & Hand	

Place: .....

Date: .....

Signature and Stamp of  
Chartered Accountant / Registered Income Tax  
Practitioner



**Proforma C**  
**Declaration on Company Letter Head**

Since myself/we being The Proprietor / partner/ director have/have no(strike out not applicable words) requisite qualification and experience, I/we have also employed(strike out not applicable words) the person/s whose details are given below, who have / has experience in executing fire prevention and fire protection system, as laid down in the National Building Code 2016, National or International Code of Practices and that the photograph bearing their own signature and copies of my/their qualification certificates attested by appropriate authority are enclosed herewith:-

Sr. No.	Name	Positioned held in Company/Firm	Qualification	Actual experience of executing Fire Prevention and Fire Protection System as per NBC,2005 and NFPA,2008.

Place: .....

Name and Signature of  
Director / Partner / Proprietor

Date: .....

**Proforma D**  
**Original Affidavit on Rs. 100/- Court Fee Stamp Paper Declaration about Non-Blacklisting**

This is to certify that my "sole proprietor firm / partnership firm / company / corporation or its proprietor /any partner /any of its Director has not been blacklisted by any Government Department or organisation or any other State."

Place: .....

Name and Signature of  
Director / Partner / Proprietor

Date: .....

**Proforma E**  
(Certificate of Empanelment of Certified Agency)

Government of Manipur  
Fire Service Department  
-----

Certificate No.: .....

Date of Issue: \_\_\_\_ / \_\_\_\_ / 20\_\_

This is to certify that M/s .....(Full name of the Agency) having its registered office at.....(Address) has been empaneled and accredited as a Certified Agency for the Supply and Installation of Firefighting Equipment under the category:

☐ Grade A    ☐ Grade B    ☐ Grade C    ☐ Grade D

Condition of Empanelment:

1. This Certificate is non-transferable.
2. The Agency shall execute only those works permitted for its Grade, as per the eligibility criteria of the Manipur Fire Service Department.
3. The Agency shall comply with all statutory laws, rules, and guidelines issued by the Government of Manipur and the Director, Manipur Fire Service, from time to time.
4. The Agency shall maintain the minimum number of 'Qualified Persons' on its rolls, as prescribed for its category.
5. The Agency shall permit inspection of its works, records, and facilities by authorized officers of the Manipur Fire Service.
6. This Certificate shall remain valid from \_\_\_\_ / \_\_\_\_ / 20\_\_ to \_\_\_\_ / \_\_\_\_ / 20\_\_ unless suspended or cancelled earlier for reasons including incompetence, misconduct, or non-compliance with certification requirements.
7. Renewal of this Certificate shall be sought before the expiry date, following the prescribed procedure and payment of applicable fees.

Director,  
Manipur Fire Service.  
(Seal of the Department)