



Basic Details

Organisation Chain	University of Delhi Mata Sundri College for Women - DU		
Tender Reference Number	MSC/Admin/Fire Safety Audit/2026-27/1383		
Tender ID	2026_UoD_852281_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	As Per Tender Document

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	As per tender document

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000		
Fee Payable To	Principal, Mata Sundri College for Women	Fee Payable At	New Delhi
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Comprehensive Fire Safety Audit of Mata Sundri College for Women				
Work Description	As per tender document				
Pre Qualification Details	As per tender document				
Tender Value in ₹		Product Category	Fire & Safety	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	30
Location	Mata sundri college for women	Pincode	110002	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Mata sundri college for women

Critical Dates

Publish Date	25-Sep-2026 02:30 PM	Bid Opening Date	14-Oct-2026 11:00 AM
Document Download / Sale Start Date	25-Sep-2026 02:30 PM	Document Download / Sale End Date	13-Oct-2026 04:00 PM
Clarification Start Date	25-Sep-2026 02:30 PM	Clarification End Date	09-Oct-2026 04:30 PM
Bid Submission Start Date	25-Sep-2026 02:30 PM	Bid Submission End Date	13-Oct-2026 04:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	As per tender document	501.98

Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender document.pdf	As per tender document	501.98
Tender Inviting Authority					
Name		Principal, MSCW			
Address		Mata sundri college for women, Mata Sundri Lane, New Delhi - 110002, India			
Tender Creator Details					
Created By		Harpreet Kaur			
Designation		Principal			
Created Date		25-Sep-2026 11:47 AM			



MATA SUNDRI COLLEGE FOR WOMEN

(University of Delhi)

Mata Sundri Lane, New Delhi – 110002

Website: <https://mscw.ac.in/>

NOTICE INVITING TENDER (NIT)

NIT Reference No.: MSC/Admin/ Fire Safety Audit/2026-27/1383

Dated:24 -09-2026

Invitation of Quotations / Bids for

**Comprehensive Fire Safety Audit of Mata Sundri College for
Women**

NOTICE INVITING TENDER*(Limited Tender – Two-Bid System)*

The Principal, Mata Sundri College for Women, University of Delhi, invites sealed quotations on behalf of the College from eligible, experienced and qualified Fire Safety Auditors/Fire Safety Consulting Firms for carrying out a **“Comprehensive Fire Safety Audit of Mata Sundri College for Women”**, covering the Academic Building, Administrative Block, Library, Laboratories, Hostel/Residential Areas, wherever applicable, and other allied College premises, strictly in accordance with the **Scope of Work, Terms & Conditions and prescribed format** contained in this Tender Document.

The complete Tender Document may be downloaded from the **College website** <https://mscw.ac.in/> and the **Central Public Procurement Portal (CPPP)** Government eProcurement System <https://eprocure.gov.in/epublish/app>.

The duly filled quotation/bid, along with all required documents (as per the Checklist at Annexure(s)), complete in all respects and sealed, must reach the office of the undersigned on or before the date and time mentioned in the Critical Date Sheet below. The envelope containing the quotation must be sealed and super-scribed as:

“Quotation/Tender for Comprehensive Fire Safety Audit of Mata Sundri College for Women”

The quotation should be addressed and sent in physical mode:

The Principal

Mata Sundri College for Women

Mata Sundri Lane

New Delhi – 110002

Critical Date Sheet

S. No.	Particulars	Date Time
1	Date of publication of NIT / Uploading on College website	25.09.2026
2	Last date time for submission of pre-bid queries, if any	09.10.2026
3	Last date time for receipt of sealed quotations/bids	13.10.2026
4	Date, time venue of opening of Technical Bid	14.10.2026 at 11:00 A.M.
5	Date of opening of Financial Bid (of technically qualified bidders only)	To be intimated separately
6	Tender/Bid Document Fee (non-refundable)	By DD Rs 1000/- in favour of “Principal, Mata Sundri College for Women”
7	Bid Validity Period	90 days from the date of opening of Financial Bid
8	Time allowed for completion of Audit	30 days

Site Visit

Before quoting, the bidder shall, in his own interest, carry out a site visit of the College premises to ascertain the site conditions and full scope/implications of the assignment, which will help in quoting realistic rates. Failure to undertake a site visit shall not absolve the bidder of the responsibility of carrying out the work as specified herein. The cost and risk of the site visit shall be borne solely by the bidder.

A. SCOPE OF WORK FOR FIRE SAFETY AUDIT

1. Fire Safety Audit of Mata Sundri College for Women (Academic, Administrative, Library and allied buildings) shall be carried out in accordance with the checklist and format prescribed by the Delhi Fire Service Rules, 2010 as amended in Delhi Fire Services (Amendment) rule 2025 and notification issued by Delhi Government in August 2026.
2. The Fire Auditor/consulting firm shall be bound to start and complete the Fire Safety Audit in a time-bound manner, as decided and advised by the College authorities.
3. Fire Detection and Alarm Systems: Evaluation of the effectiveness of fire detection and alarm systems to ensure compliance with relevant regulations and standards and list out deficiencies and improvement.
4. Water-based Fire Suppression Systems: Assessment of the suitability and effectiveness of fire suppression systems.
5. Emergency Lighting and Exit Signage: Examination of emergency lighting and exit signage systems to ensure proper working condition and compliance with applicable standards.
6. Risk Assessment: Assessment of fire risk across the College campus, with recommendations to mitigate identified risks.
7. The audit shall be carried out with reference to the National Building Code (NBC) 2016, IS:2189, IS:2190, IS:15683 and other applicable Delhi Fire Safety norms. The audit report shall comprehensively cover, inter-alia, the following:
 - General housekeeping and fire load assessment.
 - Storage racks in record/stationery rooms kept at a safe distance from electrical points/switches/junction boxes.
 - Physical inspection of buildings with reference to applicable Indian Standards, State Fire Safety norms, NBC 2016 and other codes of practice, identifying fire hazards.
 - Inspection of all fixed fire-fighting installations (hydrant, wet riser, sprinkler, hose reel/hose, etc.).
 - Review and testing of protection devices/systems of all fire installations, including Automatic Fire Detection Alarm systems and fire extinguishers, along with validity of Annual Maintenance Contracts (AMC).
 - Fire-safety requirements for Server/UPS rooms (walls, false ceiling, fire-resistant doors, AC unit timer devices).
 - Exit and evacuation preparedness.
 - Inventory of fire extinguishers, and their servicing and maintenance records.
 - Fire safety training/awareness of College staff, faculty and security personnel, where applicable.
 - Checking and raising awareness among staff/employees occupying the premises.

- Review of flammable substances on campus (HSD, LPG cylinders, laboratory chemicals/gas cylinders, etc.).
- Operational efficiency of Diesel Pump and Jockey Pump (if installed).
- Inspection and authentication of installed fire suppression systems, i.e., fire pumps, sprinkler systems, fire lines, valves, hoses, hydrants and hose reels.
- Inspection of fire extinguishers and Automatic Fire Detection Alarm systems.
- Testing to be carried out with the assistance of the College's internal maintenance team, wherever required.
- Verification of occupants' response preparedness to fire and their capacity to handle fire situations.
- Review of escape routes and signage.
- Review of occupants' knowledge of the use of fire extinguishers.
- Electrical fire safety checks, including:
- Identification of the Main Supply Switch/MCB for cutting off electric supply to the entire campus, and its awareness among security/maintenance staff.
- Verification that MCCB/MCB/ELCB are provided and functioning properly.
- Confirmation that equipment such as air-conditioning units, distribution/junction boxes, servers and computer units are supplied through MCBs of proper capacity.
- Checking that electrical wiring is properly covered/insulated to prevent short-circuiting.
- Checking that wires are properly attached to fixtures, plugs, circuit breakers and other equipment.
- Verification that electrical covers are in place for junction boxes, outlets and panel boards, and the date of the last electrical audit.
- Provide list of deficiencies to be attended for applying for applying of Fire Safety Certificate /Fire NOC of college building. Fire Auditor shall assist the college in obtaining Fire Safety certificate from Delhi Fire Service.
- Any other area or service as directed by the College/Engineer/Building Committee of the College.

B. ELIGIBILITY / QUALIFICATION CRITERIA FOR FIRE SAFETY AUDITORS

- The applicant firm/auditors shall be empanelled Fire Safety Auditor under Delhi Fire Service/Government departments.
- The Agency shall be registered/accredited/recognized by a Central Government Ministry/Institute/Department or Delhi Fire Service, and shall submit valid GST registration, PAN, and other statutory registration documents.
- The Agency should not have been blacklisted/debarred by any Central/State Government department, University, PSU or Autonomous Body as on the date of bid submission (Self-declaration/Non-Blacklisting undertaking to be submitted).

C. RATES, PRICES AND MODE OF BIDDING

- The tender shall be evaluated on the Two-Bid System, i.e., Technical Bid and Financial Bid submitted in separate sealed covers, both placed in a single outer sealed envelope, in accordance with GFR 2017.

- The Technical Bid shall be opened first, and only bidders found technically qualified shall have their Financial Bids opened, on a date to be intimated separately.
- Rate shall be quoted for the entire College premises (all buildings/floors) as a single, comprehensive job/lump-sum, inclusive of all taxes, GST, travel, boarding, lodging and incidental expenses. No extra charges shall be payable by the College.
- In case the firm/auditor fails or refuses to undertake the awarded work after issuance of the Work Order, the **Performance Security/Performance Guarantee** furnished by the firm/auditor shall be liable to forfeiture, and the College reserves the right to award the work to the next eligible bidder, at its discretion.
- The College reserves the right to **reject the quotation of any or all Fire Safety Auditors/Firms at any stage** in case of non-response, failure to comply with the tender terms and conditions, or non-completion of the assigned work within the stipulated time. The College reserves the right to take such action **without assigning any reason**.

D. PERFORMANCE SECURITY

- The successful bidder shall be required to submit a Performance Security equivalent to 3% of the contract value, valid for a period covering the duration of the audit assignment plus 60 days beyond the date of completion, before issuance of the Work Order. The College may adjust the said amount against the Performance Security, wherever permissible under the applicable rules

E. TERMS AND CONDITIONS OF CONTRACT

- The Fire Auditor/firm must arrange, at their own cost, all conveyance, lodging expenses, manpower and material required for conducting the audit. Quoted rates shall be deemed inclusive of all such costs, and no further enhancement shall be permissible.
- Adequate care and safety measures shall be taken by the auditor during verification, measurement and recording of data.
- Any damage caused to College property or equipment during the audit shall be recoverable from the auditor/firm or deducted from payments due.
- The College shall not be responsible for any accidental injury to personnel engaged in the audit. The auditor's personnel shall be adequately trained, and the firm shall maintain valid Health & Life Insurance cover for its employees, a copy of which shall be furnished to the College prior to commencement of work.
- The Fire Safety Auditor/Firm shall submit the **Fire Safety Audit Report** in Excel-based or other prescribed soft-copy format to the Principal, Mata Sundri College for Women, along with **two (02) duly signed, stamped and certified hard copies**, duly authenticated by the Head/Authorized Signatory of the firm.
- Contact details, ID cards and authorization letters of the auditing personnel shall be furnished to the College in advance for coordination purposes.
- In case of non-submission of the report in the required format/number of copies, the College may withhold payment until compliance.
- Overwriting shall be avoided; any corrections must be duly authenticated.
- No inconvenience shall be caused to staff, students or occupants during working hours while conducting the audit.

- If the College is not satisfied with the completed audit, it reserves the right to require re-auditing of the premises without additional cost. The firm shall remain liable for insurance cover of its personnel, and the College shall not be liable for any injury, disability or death arising during the assignment.
- Any unsafe condition observed during the audit shall be reported immediately to the College Authorities.
- The Fire Auditor/firm shall be responsible for compliance with all applicable labour laws and social security enactments, and for compensation in respect of any injury/accident to persons engaged by it.
- Consumption of tobacco, alcohol or any intoxicating substance by the auditor's personnel is strictly prohibited on the College premises; violation may result in de-listing/blacklisting of the firm.
- The Fire Auditor/firm shall ensure use of necessary personal protective equipment and maintain valid Health & Life Insurance cover for its employees, a copy of which shall be furnished to the College prior to commencement of work.
- The Fire Auditor/firm shall adhere to best auditing practices and all applicable safety measures.
- Any dispute arising out of this contract shall be subject to the jurisdiction of the Competent Courts at Delhi only.
- The Fire Auditor/firm shall maintain strict confidentiality and shall not disclose any information/data relating to the College, its fire-fighting capabilities or preparedness, to any third party.
- The Fire Auditor/firm shall not use the College's name or logo on its letterhead, signboard, rubber stamp or promotional material.
- The Fire Auditor/firm shall, if required, also audit a single building or specific area on the College's instruction, in case of urgency.

F. TERMS OF PAYMENT

- No advance payment shall be made.
- Payment shall be released only after the fire audit is completed and the report, along with bills, is submitted to the Principal, verified by the College's Engineer/Architect Consultant appointed by the Competent Authority, and forwarded for payment subject to satisfactory completion of the audit.
- In case of non-submission of the report in the prescribed format and required number of copies, the College may withhold payment.
- The detailed evaluation/audit report shall clearly indicate defects/improvements required against each item of the Scope of Work and its sub-clauses.

G. DEDUCTIONS

- All applicable taxes, duties, cess and other statutory deductions, including **Income Tax/TDS and Labour Cess, wherever applicable, as per prevailing Government rules**, shall be deducted at source by the College from the payments due to the Auditor/Firm.

H. PENALTY / LIQUIDATED DAMAGES

- In case the Auditor/Firm fails to complete the Fire Safety Audit within the stipulated time from the date of issue of the Work Order, the College shall levy **Liquidated Damages @ 0.5% of the contract value per week or part thereof of delay**, subject to a maximum of **10% of the contract value**.

- The Performance Security shall remain with the College until the validity period of the contract. In the event of failure to complete the audit within the stipulated timeline, the College reserves the right to cancel the contract, forfeit the Performance Security, and award the balance work to another auditor/firm at the College's sole discretion.
- This penalty clause shall not apply to delays caused by Force Majeure events (Acts of God, riots, bandhs, civil disturbances, etc.), to the satisfaction of the College.

I. TERMINATION

The College reserves the right to terminate the contract by giving fifteen (15) days' written notice, without assigning any reason. Without prejudice to the foregoing, the College also reserves the right to terminate the agreement forthwith, without notice or compensation, in the following circumstances:

- The firm is adjudicated insolvent, or files for insolvency, or (being a company) is ordered to be wound up by a Competent Court.
- A charge-sheet is filed by a Competent Authority against the firm/agency, or the firm is convicted by a Criminal Court on grounds of moral turpitude.
- The firm becomes, for any reason, dis-entitled in law to perform its obligations under the agreement.
- The firm is found involved in wrongful billing; such conduct shall additionally result in debarment from participating in any future tenders of the College.

J. GENERAL

- The College reserves the right to reject any or all quotations/bids, or to cancel the tender process at any stage, without assigning any reason, and the decision of the Competent Authority of the College shall be final and binding on all bidders.
- Canvassing in any form shall lead to disqualification of the bidder.
- Conditional bids shall not be considered.
- This tender document, and any addendum/corrigendum issued thereto, shall form an integral part of the contract.

Sd/-
(Prof. (Dr.) Harpreet Kaur)
Principal
Mata Sundri College for Women
University of Delhi

CHECK LIST OF DOCUMENTS TO BE ENCLOSED WITH THE TECHNICAL BID

S. No.	Particulars	Attached (Yes/No)	Remarks
1	Copy of Tender Fee (Demand Draft)		
2	Qualification Certificate(s) of Fire Auditor/Personnel		
3	Experience Certificate(s) (Central Govt./PSU/Autonomous Body/reputed private establishment)		
4	GST Registration Certificate		
5	PAN Card of Firm/Agency		
6	Non-Blacklisting Undertaking / Self-Declaration on letterhead		
7	Valid Registration/Accreditation Certificate of the Agency		
8	Copy of Health Life Insurance Policy for personnel (or undertaking to provide before commencement)		
9	All pages of the tender document signed stamped by the authorized signatory		

APPLICATION FORM / COVERING LETTER FOR SUBMISSION OF TENDER

(To be typed on the letterhead of the Bidder/Firm)

To,
The Principal,
Mata Sundri College for Women,
Mata Sundri Lane
New Delhi – 110002.

Subject: Submission of Tender for Comprehensive Fire Safety Audit of Mata Sundri College for Women against NIT No. MSC/Admin/Fire Safety Audit/2026-27/1383 dated 24.09.2026.

Sir/Madam,

1. Having examined the tender document including the Scope of Work, Terms & Conditions and Eligibility Criteria, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to carry out the Comprehensive Fire Safety Audit of Mata Sundri College for Women in full conformity with the said tender document.
2. We confirm that we satisfy all the eligibility/qualification criteria prescribed in Section B of the tender document, and enclose all documents in support thereof, as per the Check List as per Delhi Fire Service Rule 2010 with D.F.S. (Amendment)2025 as notified in August 2026.
3. We undertake, if our tender is accepted, to commence and complete the audit within the time frame specified in the Work Order, and in accordance with the Scope of Work and Terms & Conditions of the tender document.
4. We agree to keep our tender/bid valid for acceptance for a period of 90 (ninety) days from the date fixed for opening of the Financial Bid, and it shall remain binding upon us and may be accepted at any time before expiry of that period.
5. We certify that our firm/agency has not been blacklisted or debarred by any Central/State Government Department, University, PSU or Autonomous Body, as on the date of submission of this tender.
6. We understand that the College is not bound to accept the lowest or any tender received, and reserves the right to reject any or all tenders, or to cancel the tendering process at any stage, without assigning any reason.
7. It is certified that the information/documents furnished above and appended with this tender are true and correct, and in case any information/document is found to be false/incorrect at any stage, our tender/contract is liable to be cancelled/terminated, and the Performance Security forfeited, besides such other action as the College may deem fit, including blacklisting.

Yours faithfully,

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name & Address of Firm/Agency: _____

Seal of the Firm/Agency:

Date: _____ Place: _____

ANNEXURE – II**TECHNICAL BID FORM (BIDDER INFORMATION SHEET)***(To be submitted along with supporting documents, in the sealed Technical Bid envelope)***1. General Information**

1	Name of the Firm/Agency	
2	Registered Address	
3	Correspondence Address	
4	Nature of Entity (Proprietorship/Partnership/Company/LLP)	
5	Name Designation of Authorized Signatory	
6	Contact Number(s)	
7	E-mail ID	
8	PAN Number	
9	GST Registration Number	
10	Registration/Accreditation No. Issuing Authority	
11	Year of Establishment	
12	MSE/Udyam or Startup (DPIIT) Registration No., if applicable	

2. Compliance with Eligibility Criteria

S. No.	Eligibility Criteria	Complied (Yes/No)	Document Reference/Page No.
1	Auditor holds NFSC Nagpur (or equivalent)/Fire Engineering degree/retired Fire Officer qualification with minimum 5 years' experience (Section B.1)		
2	Agency has at least one prior fire safety audit assignment with Central Govt./PSU/Autonomous Body/University or College/reputed private establishment (Section B.2)		
3	Agency is registered/accredited/recognized by a Delhi Fire Services/Central Govt. Ministry/Institute/Department (Section B.3)		
4	Valid GST Registration Certificate enclosed		
5	Valid PAN Card enclosed		
6	Non-Blacklisting Undertaking/Self-Declaration on letterhead enclosed		

3. Details of Similar Assignments Executed (Preceding 3 Years)

S. No.	Name of Client Organisation	Nature/Scope of Work	Contract Value (Rs.)	Period of Assignment	Contact Person No.
1					
2					
3					

(Attach work order/completion certificate copies as proof for each entry above.)

4. Manpower/Team Proposed for the Assignment

S. No.	Name	Qualification	Relevant Experience (Years)	Role in this Assignment
1				
2				
3				

Declaration: I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief, and documentary evidence shall be produced as and when required by the College.

Signature of Authorized Signatory with Seal: _____

Name & Designation: _____

Date: _____ Place: _____

ANNEXURE – III**FINANCIAL BID FORM**

(To be typed on the letterhead of the Bidder/Firm and submitted in a separate sealed cover super-scribed “FINANCIAL BID”)

To,
The Principal,
Mata Sundri College for Women,
Mata Sundri Lane
New Delhi – 110002.

Subject: Financial Bid for Comprehensive Fire Safety Audit of Mata Sundri College for Women against NIT No. MSC/Admin/Fire Safety Audit/2026-27/1383 dated 24.09.2026

Sir/Madam,

1. Having examined the tender document, Scope of Work and Terms Conditions, and having been declared technically qualified, I/We hereby submit our Financial Bid for carrying out the Comprehensive Fire Safety Audit of Mata Sundri College for Women, as per the rates quoted in the Bill of Quantities (BOQ) enclosed herewith.
2. The rate quoted is a firm, lump-sum, all-inclusive price, covering the entire Scope of Work at Section A of the tender document, and is inclusive of all costs of conveyance, boarding, lodging, manpower, material, applicable taxes and GST, and any other incidental expenses. No enhancement in the quoted rate shall be claimed on any account whatsoever.
3. We confirm that this Financial Bid is unconditional and is consistent with the Technical Bid already submitted by us.
4. We agree to keep this Financial Bid valid for a period of 90 (ninety) days from the date of opening of the Financial Bid, and it shall remain binding upon us and may be accepted by the College at any time before the expiry of that period.
5. We understand that the College is not bound to accept the lowest or any Financial Bid, and reserves the right to reject any or all bids, or to cancel the tendering process at any stage, without assigning any reason.

S. No.	Description of Service	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1	Complete Comprehensive Fire Safety Audit of Mata Sundri College for Women, as per the Scope of Work at Section A of the tender document	Job	1		
	Sub-Total (A)				
	Add: GST @ 18% (B)				
	GRAND TOTAL (A+B)				

Total Amount quoted in words: Rupees

_____ only.

(In case of any discrepancy between the amount quoted in figures and in words, the amount in words shall prevail.)

Yours faithfully,

Signature of the Authorized Signatory with Seal: _____

Name & Designation: _____

Name & Address of Firm/Agency: _____

Date: _____ Place: _____

ANNEXURE – IV**BILL OF QUANTITIES (BOQ) — SUMMARY**

S. No.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1	Complete & Comprehensive Fire Safety Audit of Mata Sundri College for Women, as per the Scope of Work at Section A, Delhi Fire Service Rules 2010, Amendment Rules 2025, and Notification issued in August 2026.	Job	1		
	Sub-Total				
	Add: GST @ 18%				
	GRAND TOTAL				

(Amount to be quoted in figures as well as words. In case of discrepancy, the amount in words shall prevail.)

Signature of Bidder with seal: _____

Name: _____

Name & Address of Firm: _____

Date: _____