

No. F.3-8(NOC)/Empanelment-Agency)/TFES/2025
GOVERNMENT OF TRIPURA
HOME (FIRE & EMERGENCY SERVICES) DEPARTMENT
SECRETARIAT, TRIPURA, AGARTALA-799010

Dated, Agartala the _____ October, 2025.

N O T I F I C A T I O N

Sub – Inviting Expression of Interest (Eoi) regarding empanelment of agencies.

Online Fire NOC System is in force for the entire State of Tripura and Fire Safety Certificate is issued accordingly through the online portal <https://edistrict.tripura.gov.in>. The Home (Fire and Emergency Services) Department has decided to simplify the process of issuing of Fire Safety Certificate (Fire NOC). As per the provision of 26(B) of the Tripura Fire and Emergency Services Act, 2022, Fire Safety Certificate (Fire NOC) may also be issued on the basis of inspection report of empanelled agencies.

In exercise of the powers conferred by section 26(B) of the Tripura Fire and Emergency Services Act, 2022, Home (Fire & Emergency Services) Department, Government of Tripura hereby invites **Expression of Interest (Eoi)** regarding empanelment of agencies.

The conditions for empanelment of agency are as follows:

1) Empanelled agency to conduct Fire inspection in connection with Fire Prevention & Life Safety measures installation in any place or building or premises or part thereof:

- i. No person other than empanelled agency shall carry out the fire inspection in connection with Fire Prevention & Life Safety measures installed in any place or building or premises or part thereof.
- ii. No empanelled agency or any other person claiming to be such empanelled agency shall give a certificate regarding the compliance of the fire prevention and life safety measures or maintenance thereof in good and efficient condition, without there being actual such compliance or maintenance.

2) Eligibility to act as Empanelled Agency:

No person shall be eligible to apply for grant of license to act as an empanelled agency and shall be granted a license for 1(one) year having provision of renewal to act as an Empanelled Agency, unless possess-

Any person or agency fulfilling the eligibility criteria may apply for obtaining such license to act as an empanelled agency and if found eligible after verification, the Home (Fire and Emergency Services) Department shall empanel the agencies and issue unique identity numbers to the eligible empanelled agencies. The empanelled agency shall have:

A Degree, Adv. Diploma, Diploma holder Fire Engineer from a recognized institution such as National Fire Service College, Ministry of Home Affairs, Government of India, Nagpur or similar reputed Government registered institutions having experience of at least one year.

3) Application to be made for Empanelled Agency, manner of making it and fees in respect thereof:

- i. Every application for License to act as empanelled agency for the purpose shall be in the prescribed form (**Annexure- I**).
- ii. Every such application shall be accompanied by a non-refundable fee of Rs. 2,000/-(Demand draft).
- iii. Documents need to be submitted and which shall include the following, namely:-
 - a. Attested copy of deed of partnership and power of attorney of articles of memorandum of association or affidavit on stamp paper in case the individual is the sole proprietor of the firm.
 - b. Income Tax Certificate from the chartered accountant or registered income tax practitioner in the prescribed form in case of private works.
 - c. Attested passport size photographs of partners or directors or individual proprietor and also of the officer or officers.
 - d. Attested copy of GST Registration Certificate.
 - e. Affidavit on appropriate stamp paper, stating that his or her firm is not black listed by the Government or any Semi Government Organization.

4) Security deposit & Licensing fee:

- a. Upon getting selected as empanelled agency, each agency has to deposit Rs. 5,00,000/- (rupees five lakh) only as security money within 20 days from the date of selection.
- b. Then after the empanelled agency has to deposit Rs. 20,000/- (rupees twenty thousand) only as Licensing fee (non refundable) within 10 days from the date of deposition of security money.
- c. After receiving the Licensing fee, agreement will be signed between the Director of Tripura Fire & Emergency Services and empanelled agency.

5) Power to grant license to act as empanelled Agency:

- i. The Director of Tripura Fire & Emergency Services may grant any person or association of persons as he thinks fit, a licensee to act as an empanelled agency for the purposes of conducting Fire inspection in connection with Fire Prevention & Life Safety measures installation in any place or building or premises or part thereof.
- ii. Any agency/person intending to have or renew such license shall apply to the Director, Tripura Fire & Emergency Services in the prescribed form (**Annexure- I**) and in the prescribed manner.
- iii. On receipt of such application, the Director, Tripura Fire & Emergency Services Department, may, after holding such inquiry as he deems fit, either grant the license in the prescribed form (**Annexure- II**) for Initial period of one year or renew the same for a period of one year or, for reasons to be recorded in writing, by order refuse to grant or renew the license.
- iv. Where the Director has reason to believe that any person/firm to whom a license has been granted and who failed to comply with the conditions of the license or is unfit by reason of incompetency, misconduct or any other grave reasons, the Director, Tripura Fire & Emergency Services Department 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 license with or without forfeited of Security deposit(depending on gravity of allegations).

6) License to act as Empanelled Agency:

The license to act as an empanelled agency for the purpose of **conduct fire inspection in connection** with Fire Prevention & Life Safety measures already installed in any place or building or premises or part thereof shall be granted in the prescribed form (**Annexure- II**) and shall be subject to the following conditions, namely:-

- i. The License shall be -
 - a. Non-transferable,
 - b. Valid for one year from the date of issue, unless suspended or cancelled earlier,

- c. Renewable, if so desired, before expiry of the License.
- ii. Changes, if any, in respect of the
 - a. Partners, Directors or Members.
 - b. Address of the office of the Licensed Agency, shall be forthwith reported to the Authority issuing the License.
- iii. The Licensed Agency shall always keep the work, executed, or being executed by it open for inspection by the Director & Emergency Fire Services or any fire officer authorized by the Director, Fire & Emergency Services.

7) Agreement and Responsibilities:

Empanelled agencies must sign a legal agreement with Tripura Fire & Emergency Services Department, outlining their responsibilities, including:

- i. Ensuring compliance of Fire Prevention & Life Safety measures in the buildings or premises
- ii. Ensuring any deviations or unauthorized alterations of Fire Prevention & Life Safety measures in the buildings or premises.
- iii. Issuing fire inspection certificate to Tripura Fire & Emergency Services Department.
- iv. The empanelled agency shall visit the site and carried out inspection of the fire prevention and life safety measures installed in the building or premises within 05 (five) days from the date of the receipt of the notice by Tripura Fire & Emergency Services Department and within 02 (two) days of such inspection, shall submit the inspection certificate along with check list as prescribed in the Tripura Fire Safety NOC Rules, 2025 to the Tripura Fire & Emergency Services Department.

Failure to comply with these responsibilities can lead to penalties, including license cancellation and forfeiture of the security deposit.

8) Renewal of License:

At least fourteen days, but no longer than thirty days, prior to expiry of license, empanelled agencies may submit application in form (Annexure- I) along with requisite documents as notified by the Department from time to time for renewal of License annually.

On receipt of such application, the Department shall renew the license in form (**Annexure- II**) based on performance of inspection done in the last tenure or Department may also deny renew the license for such reasons, as may be specified in writing in form (**Annexure- III**). The application for renewal of license granted and shall be accompanied by a fee of Rs. 2,000/- (rupees two thousand) only.

9) Performance Monitoring:

The Tripura Fire & Emergency Services Department reserves the right to cancel licenses in cases of misconduct or non-compliance on the part of agency.

10) Notice to show cause why license be not suspended or cancelled:

When any person/firm to whom the License has been granted will fails to comply with the conditions of the License or is unfit by reason of incompetency, misconduct or any other grave reason, a notice to show cause as to why the License granted to him/her/firm to act as Licensed Agency should not be suspended or cancelled. The notice shall be issued in the prescribed Format (**Annexure- IV**).

11) Service charges:

i. Charge would be at the very first time -

Sl. No.	Type of Buildings based on Occupancies	Service charge structure
1.	Residential Building (Private dwellings)	Rs. 500/- or Rs. 2.50 per square metre whichever is higher.
	Apartment / Flats, Lodging or Rooming houses, Dormitories	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
	Hotels (including Star category)	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
2.	Educational Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
3.	Institutional Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
4.	Assembly buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
5.	Business Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
6.	Mercantile Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
7.	Industrial Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
8.	Storage Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.
9.	Hazardous Buildings	Rs. 500/- or Rs. 5/- per square metre whichever is higher.

ii. Annual inspection charge – Charge would be Rs. 200/- or 20% of initial charge whichever is higher.

ANNEXURE- I**(APPLICATION FORM FOR LICENSE TO ACT AS AN EMPANELLED AGENCY)**

To
 The Director,
 Tripura Fire & ES Department,
 Directorate of Tripura Fire & ES
 Fire Service HQ, Tripura, Agartala-799001.

Sub:- Grant or renewal of License to act as Licensed Agency for the purposes of conducting Fire inspection in c/w Fire Prevention & Life Safety measures installation in any place or building / premises or part thereof.

Sir/Madam,

The undersigned hereby applies for grant of or renewal of License to act as an empanelled agency for undertaking fire inspection in connection with Fire Prevention & Life Safety measures installation in any place or building or premises or part thereof. The particulars regarding the Agency are given below:-

1. Full Name of the Applicant (In capital letters) :
2. Whether Empanelled 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 relevant appended) or other document. :
4. Address :
5. If the Licensed 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 Licensed Agency. :
7. Personnel with the Agency:-
 - a) Supervisory staff names, qualifications and addresses of each. :
 - b) Other employees-names, qualifications and addressed of each. :
8. Details of fire inspection in c/w Fire Prevention & Life Safety measures installation in any place or building or premises or part thereof, if any, undertaken and executed previously-
 - a) Name or nature of work :
 - b) Approximate cost of work :
 - c) Whether the work executed or still in progress and remains to be executed :

(Note: Original or attested copies of certificate of verification of above details by the officers under whom works are carried out are attached).

9. Technical qualifications and experience of the :
 proprietor or partners of directors and dealing
 technical officers or employees of or with the
 applicant
10. 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 Govt
 Department or organization or other State?
 - b. Has the applicant applied for registration :
 elsewhere in his name or in the names of
 partner, Director or firm or company? If so,
 whether the application is rejected? Give
 particulars.
11. Whether the applicant has produced up to :
 date Income Tax certificate?
12. A fee of Rs./- remitted herewith by Demand Draft No. dt:
 drawn on (Bank & Branch
 name).
13. If the application is for renewal of the existing :
 license, the details in respect of the license and
 the period of its validity (copy of the license
 appended)
14. Whether, the license to act as Licensed :
 Agency granted any time previously has
 been suspended or cancelled; and if so,
 reasons therefor.

I / We certify that, I / We have not been and will not get myself or ourselves registered as contractor in the department under more than one name.

Thanking you.

Yours faithfully,

(APPLICANT)

Annexure - II

(License to act as an empanelled agency)

License No.....

Date:

To
.....,
.....,
.....,

Sir/Madam,

License is hereby granted or renewed under the Tripura Fire and Emergency Services Act, 2022 and the Tripura Fire Safety NOC Rules, 2025 to
(Name of the empanelled agency), having his/her/their registered office at.....
..... (office address) to act as an empanelled agency for the purposes of conducting Fire inspection in connection with Fire Prevention & Life Safety measures installation in any place or building or premises or part thereof

Annexure - III**(Rejection of license renew)**

Rejection No. _____

Date: _____

To

.....,
.....,
.....,

Sub : Non admissibility of license renewal

Sir/Madam,

The Application vide reference no. _____ dated _____ is hereby rejected under the Tripura Fire and Emergency Services Act, 2022 and the Tripura Fire Safety NOC Rules, 2025 due to the reasons mentioned below:

Whereas it is noticed that you are guilty of the following acts:-

Annexure - IV

(Notice to show cause as to why License granted or renewed to act as an empanelled agency be not suspended or cancelled)

To

.....,
.....,
.....,

Sir/Madam,

Where a license to act as an empanelled agency, bearing a license No.
dated..... has been granted or renewed in the name of
.....for the purpose of conducting Fire inspection in connection with
Fire Prevention & Life Safety measures installation in any place or building or premises or part thereof;
and the license so granted or renewed was subject to the conditions of license.

Whereas it is noticed that you are guilty of the following acts, namely:-

- (1)
- (2)
- (3)

And whereas these acts amount to

(L. T. DARLONG, IAS)
Secretary to the
Government of Tripura.

To
All Concerned.

Copy to:-

1. The Secretary to the Governor of Tripura, Raj Bhawan, Agartala.
2. The Secretary to the Hon'ble Chief Minister, Tripura.
3. PS to all Ministers, Tripura.
4. PS to Chief Secretary, Tripura.
5. The Director General of Police, Tripura.
6. The Principal Secretaries/Secretaries/Spl. Secretaries, Govt. of Tripura.
7. The Principal Chief Conservator of Forests, Govt. of Tripura.
8. The Director, IT Department. He is requested to upload this Notification in the State Portal of Home (Fire & Emergency Services) Department.
9. The Director, SIPARD, A.D. Nagar, Agartala.
10. All Heads of Departments.
11. The Manager, Tripura Government Press, Agartala for publication of this Notification in the Tripura Gazette in the next issue.
12. Guard file of the Home (Fire & Emergency Services) Department.