



Terms of Reference for Fire & Life Saving Project Management Consultancy Services

CONTENTS	
1.	Introduction to SEEPZ SEZ
2.	Scope of Work of Project Management Consultant
3.	Key Deliverables
4.	Timelines & Payment Milestone
5.	Key Experts
6.	Benchmarking Standards
7.	Support Provided by Client
8.	RACI Matrix

1. Introduction to SEEPZ-SEZ

Santacruz Electronics Export Processing Zone (SEEPZ) is a Special Economic Zone in Mumbai, India with a geographical spread of nearly 110 Acres with 9 major buildings (and other private buildings built by units on leased plots) with multiple private buildings (approximately 4 Lakh square feet of space). There are a total of 71 buildings with total area of 4,21,105.00 sq. meter inside SEEPZ, SEZ premises of 110 acres area. SEEPZ area accommodates 443 units with a daily footfall of around 80,000 employees.

Sector	Total Plot Area of Government Buildings (sq. m)	Government Buildings (First stage of Audit)	Private Buildings (Second stage of Audit)
1	57562.55	<ol style="list-style-type: none"> 1. Service Centre Building 2. Business Facilitation Center 3. Standard Design Factory – VI 4. Standard Design Factory – VII 	<ol style="list-style-type: none"> 1. Central Warehouse 2. Central Bank 3. Bank of India 4. State Bank of India 5. Punjab National Bank 6. T.C.S. Plot (ODC 1,3) 7. K.P.I.T
2	28664.00	<ol style="list-style-type: none"> 1. Gems & Jewellery – II 2. Gems & Jewellery – III 3. ICH Canteen 	<ol style="list-style-type: none"> 1. Fine Platinum 2. Gemplus 3. B.V. Jewels 4. S.G. Design 5. Jewalex 6. Elegant Collection 7. Uni-Design 8. D. Navinchandra 9. Zenstar LLP

3	47578.50	<ol style="list-style-type: none"> 1. Gems & Jewellery – I 2. Standard Design Factory – V 3. STP Plant 	<ol style="list-style-type: none"> 1. CGI 2. M Suresh 3. C. Mahendra 4. Info Jewellers 5. Goldiam 6. Tara Jewels 7. Goldstar 8. Gemplus 9. R B One Source 10. Nexsales Solutions 11. Inter Gold 12. Reliance Energy 13. Renaissance Jewellery
4	55952.00	<ol style="list-style-type: none"> 1. Standard Design Factory – I 2. Standard Design Factory – II 3. ICH Canteen 	<ol style="list-style-type: none"> 1. Multistoried Building
5	46860.00	<ol style="list-style-type: none"> 1. Standard Design Factory – III 2. Standard Design Factory – IV 	<ol style="list-style-type: none"> 1. TCS (ODC-II)
6	2726.50	<ol style="list-style-type: none"> 1. Fire Station 2. Standard Design Factory - VIII 	<ol style="list-style-type: none"> 1. Fine Jewellery Manufacturing 2. Sanghavi Jewels 3. Trio Jewellery 4. ZycusInfotech–II 5. CI2 Jewellery 6. Directi Web Service 7. ZycusInfotech 8. Tata Power 9. Nyesa Jewellery 10. Indigo Jewellery 11. Shrenuj and Company 12. K.G.K. Creation

			13. Suncity Hotel 14. SEEPZ++ Tower I 15. SEEPZ++ Tower II
7	24000.00	1. SEEPZ Residential Colony 1.1 A1 to A3 1.2 B1 to B3 1.3 C1 to C6 1.4 D1 & D2 1.5 Gym, Badminton Court, Temple & Shops.	NA

2. Scope Of Work

The Consultant shall inspect the buildings and review them for fire safety upgrades. The Consultant shall provide a plan of action with recommendations and cost estimates to provide fire safety upgrades. The buildings shall be inspected and all fire protection components shall be rated for physical condition and renovation or replacement requirements. Based on these findings, the Consultant shall recommend the improvements for each building and a table shall be prepared that will itemize them by priority based on fire safety and code compliance. All required and recommended improvements shall have associated costs. The costs shall be all inclusive and shall include construction costs, contingencies, allowances and permit fees. The scope of work is further defined in the following points;

2.1. Technical Fire Audit of Existing Systems

- a) Conducting site survey / study for feasibility and gathering all other necessary information related to fire safety.
- b) The audit shall cover existing fire-fighting and fire-protection systems and equipments at all buildings, gates and common areas at SEEPZ – SEZ premises.

- c) This audit report shall document the existing system drawbacks, system short comings with respect to local and state standards, practical approach and feasibility.
- d) The audit shall cover existing systems and its worthiness and any improvement necessary to build a state-of-art fire-fighting and protection system shall be explained to SEEPZ- SEZ Authority.
- e) Produce bill of quantity along with specification for the system upgrades, make and brand which may be implemented.
- f) Audit shall cover the existing emergency protocols and the need for upgradation to build a state-of-art emergency response system.

2.2. Preparation of Detailed Project Report

- a) To describe the type and scheme of Passive & Active Fire Protection system for various areas as per the following –
 - 2.2.a.1. National Building Code of India, Chapter 4, 2016.
 - 2.2.a.2. Maharashtra Fire Prevention & Life Safety Measure Act, 2006.
 - 2.2.a.3. Maharashtra Fire Prevention & Life Safety Measure Rule, 2006.
 - 2.2.a.4. Bureau of Indian Standards (BIS)
- b) To specify requirement of different standards so that the purpose and requirements of them are clearly and fully understood.
- c) To establish the capacity / numbers of various components for Fire protection system.
- d) To specify general description and technical specification of fire prevention, and protection system, criteria for selection and sizing of equipment and accessories, material specification, and measures to be taken for fire safety of the Buildings, Gates and Common Areas of SEEPZ- SEZ premises & all equipments therein.
- e) Cost Estimates of the specified system to be installed and the implementing agency.

- f) Contract Drawings / Design Plan for the specified system to be installed.

2.3. Preparation of Fire and Life Safety Manual (Swachhta & Suraksha Code) & Upgradation Disaster Management Plan

- a) Fire protection and prevention manual to be prepared for all buildings individually.
- b) Manual for Emergency protocols and plans to be prepared for all buildings and common areas of SEEPZ-SEZ premises.
- c) Swachhta & Suraksha Code shall be based on the Labour Laws, Government of India.
- d) Review & upgradation of DMP

2.4. On-Boarding and Project management of Licensed Implementing Agency

- a) Preparation of Tender documents for proposed System(s)
- b) Evaluation of the received offers technically and attend discussions with the bidders to obtain clarifications / confirmations and thereafter furnishing recommendation
- c) Scrutiny of the technical offer from equipment supplier and installer etc.
- d) Technical Specification for all major equipments along with acceptance criteria.
- e) Data sheet for equipment(s)
- f) Bill of Materials
- g) Preparation of Bar chart indicating activities, target dates and also monitoring/inspecting with respect to various stages of work
- h) Schedule of commissioning & handing over and submission of recommendation with comparative statement of the above work.
- i) Monitoring and Inspection of all stages of the implementation of the system(s) for quality once in a fortnight.

- j) Final inspection along with project authority to witness commissioning and performance run of the system
- k) Project Management for implementation of FLS objectives

3. Key Deliverables

- 3.1. Preparation of Hazard Identification & Risk Assessment Report
- 3.2. Preparation of Detailed Project Report (DPR)
- 3.3. Request for proposal (RFP) for Fire & life Safety (FLS) for operational services
- 3.4. Bid Process Management & Selection of an FLS implementation Agency
- 3.5. Project Management for implementation of FLS objectives
- 3.6. Preparation of Fire & Life Safety Manual (Swachhta & Suraksha Code)
- 3.7. Review & Upgradation of Disaster Management Plan
- 3.8. Training and Documentation support at final acceptance test including the SEEPZ Swachhta & Suraksha Code based on Labour Laws & other relevant statutes.

4. Timelines& Payment Milestone

SN	Deliverables	Timeline (weeks) T = date of commencement of services	Payment Milestone (% of contract value)
1	Acceptance of Audit Report	T + 10	10%
2	Acceptance of final Detailed Project Report	T + 15	10%
3	Bid process management for engaging an Implementing Agency		
3.1	Preparation of Draft Bidding Documents	T + 25	10% (payable after

3.2	Assistance in conducting pre-bid meeting and responding to pre-bid queries including issue of corrigendum	T + 27	completion of deliverable 3.2)
3.3	Assistance in evaluation of proposal	T+ 35	10% (payable after completion of deliverable 3.4)
3.4	Delivering a briefing session for the selected contract	T + 40	
4	Acceptance of final Fire & Life Safety Manual (Swachhta & Sureakcha Code)	T + 20	10%
5	Acceptance of final Disaster Management Plan	T + 25	10%
6	Regular assistance in coordination with implementing agency. Submission of quarterly reports.	Quarterly after hiring of Implementing Agency	40% (10% at the end of every quarter for 4 quarters)

5. Key Experts

SN	Key Expert	Essential Qualification	Expected Input
1	Team leader / Auditor	Degree or an Advance Diploma in Fire Engineering from the National Fire Service College, Nagpur, Ministry of Home Affairs, Government of India Or the State Fire Academy, Government of Maharashtra;	12 months (atleast 75% field based)

		<p>Or</p> <p>Passed the Membership Examination of the Institute of Fire Engineers, India or the Institution of Fire Engineers of United Kingdom.</p> <p>Atleast 2 years experience of regular fire service for inspection and testing of fire prevention and protection work.</p>	
2	Fire Safety Engineer / Designer	<p>B. Tech / B.E. with a post graduate degree in fire engineering.</p> <p>Atleast 5 years experience in designing fire safety protection & prevention systems for large industrial premises.</p>	<p>12 months</p> <p>(atleast 75% field based)</p>
3	Facility Management Expert	<p>B. Tech / B.E. with a post graduate degree in facility management.</p> <p>At least ten years of experience in facility management for large industrial premises.</p>	<p>12 months</p> <p>(atleast 75% field based)</p>
4	Project Manager	<p>Engineering graduate with post-graduate degree in management.</p> <p>At least 5 years of managerial experience in working with government clients on business process reengineering and project management with excellent inter-personal, presentation and documentation skills.</p>	<p>12 months</p> <p>(atleast 75% field based)</p>

6. Benchmarking Standards

The agency shall comply with the below statutes -

6.1. Maharashtra Fire Prevention and Life Safety Measures Act, 2006

6.2. National Building Code of India 2016

6.3. Local authority having jurisdiction guidelines

6.4. Standards applicable from Bureau of Indian Standards (BIS)

6.5. The norms given under Fire NOC

7. Support Provided by Client

1. The client shall provide office space to the consultant's team. Laptops and peripherals are to be provided to its team by the consultant.
2. The client shall provide access to relevant documentation, reports, budget documents, etc. to enable consultant's team to prepare a comprehensive vision document.
3. The client shall grant necessary access permissions to the consultant's team to visit SEEPZ SEZ Authority office and other parts of the premises for carrying out field visits.
4. The client shall make available its conference hall facility which is equipped with Cisco WebEx hardware to carry out offline and online consultations with stakeholders.

8. RACI (Responsible, Accountable, Consulted & Informed) Matrix for Key Deliverables -

Role \ Project Deliverables	SEEPZ Authority	Fire & Life Safety Project Management Consultant	Implementing Agency
Audit of Existing Systems	C / I	R / A / C	-
Hazard Identification & Risk Assessment Report	C / I	R / A / C	-

Detailed Project Report	C / I	R / A / C	-
Preparation of RFP for FLS Implementing Services	C / I	R / A / C	-
Bid Process Management	C / I	R / A / C	-
Selection of FLS Implementation Agency	R / C	A / C / I	-
Implementation of DPR & FLS Objectives	C / I	R / A / C / I	R / A
Provide Training and Documentation support	C / I	R / A / C / I	C
Final Acceptance Test of Implemented Services	C / I	R / A / C / I	R / A / C
Preparation of SEEPZ Suraksha & Swachhta Code	C / I	R / A / C / I	C
Preparation of Safety Manual	C / I	R / A / C / I	C