



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Tel. No. 26701700, Fax. 26701852



Tender No. 1-8/2025-PP-Part(2)

Dated 18th March 2025

Limited Tender Enquiry for organizing School level workshops on fire safety in districts of Kamrup Metropolitan (Guwahati), East Khasi Hills (Shillong), and West Tripura (Agartala)

The National Disaster Management Authority (NDMA) invites bids (Technical and Financial proposal in single packet bid format) in response to Limited Tender Enquiry No. 1-8/2025-PP-Part(2) Dated 18th March 2025 from eligible Public Sector Undertakings (PSUs) and Government Entities to co-develop, design, and implement a multi-location, short-duration workshop series on school fire safety. The objective is to enhance fire safety awareness and capacity building in schools by equipping students and teachers with essential knowledge and practical skills related to fire prevention, emergency response, and evacuation procedures.

2. Objectives

As fire safety in schools remains a critical concern, with thousands of fire incidents reported annually across India. Many schools lack the necessary preparedness and response mechanisms, putting students and staff at risk. Recognizing the urgency of this issue, this initiative aims to build fire safety capacity in schools through structured workshops, equipping students and teachers with essential knowledge and practical skills for fire prevention, emergency response, and evacuation procedures.

This fire safety workshop is in line with the vision of Honourable Prime Minister of India, who is also the Chair of NDMA, expressed during the 8th review meeting of NDMA on 24 Dec 2024 and gave a directive to undertake school level fire safety measures, consultations and education for tier 2 and tier 3 cities.

The primary objectives of the workshops are to:

- Build fire safety awareness and preparedness among students and teachers.
- Equip participants with practical skills for fire prevention and emergency response.
- Develop a structured, engaging, and replicable workshop model for schools.
- Conduct hands-on training in the use of fire extinguishers, evacuation procedures, and first aid for fire-related injuries.


Sreetama Samanta/SREETAMA SAMANTA
National Disaster Management Authority
Ministry of Home Affairs
Government of India
New Delhi

3. Indicative Scope of Work

The selected PSU/Govt. entities will be responsible for designing and implementing a series of fire safety workshops in tentatively 1,000 schools between March 26, 2025 to March 28, 2025 covering approx 110 schools per day per district, across the following 3 districts with a focus on their largest cities:

- Kamrup (Guwahati), Assam
- East Khasi Hills (Shillong), Meghalaya
- West Tripura (Agartala), Tripura

4. Workshop Structure:

Each workshop will be half day long, designed as an **engaging and practical learning session**, covering:

1. **Understanding Fire Hazards** – Identifying common fire risks in schools and homes.
2. **Fire Prevention Strategies** – Best practices to minimize fire risks.
3. **Emergency Response Training** – Steps to take in case of a fire outbreak.
4. **Fire Extinguisher Use & Demonstration** – Hands-on training on handling fire extinguishers.
5. **Evacuation & Mock Drills** – Simulating real-life fire emergencies to practice swift and safe evacuation.
6. **First Aid for Fire-Related Injuries** – Basic first aid training to handle burn injuries before medical help arrives.

5. Eligibility Criteria

Interested entities must meet the following criteria:

- **Legal Status:** Must be a PSU or Government Entity.
- **Financial Requirements:** Demonstrated financial stability with authenticated details of annual turnover of last 3 years and net worth of minimum Rs. 15 Cr. in each of last 3 FYs.
- **Technical Capabilities:** Proven experience in conducting training and capacity-building programs, preferably related to disaster management.
- **Demonstrated experience** working with government agencies.
- **In-house expertise** in disaster-related training is preferred.

Entities with established domain partnerships for back-end support in disaster training are also encouraged to apply.

6. Submission Requirements

Interested entities should submit the following documents:

- Organization Profile.
- Details of relevant experience of and past projects for last 3 years.
- Financial statements (audited) for the last three years.
- Proposed approach and methodology for implementing the workshops.
- Team composition and key personnel profiles.
- Documents related to domain partnerships for backend support and any other relevant supporting documents in favour of the technical experience of the bidders.

7. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- Organizational experience and past performance.
- Technical capacity and proposed approach.
- Financial stability and viability of financial proposal (L-1 to be preferred).
- Engagement strategies in workshop delivery.

Financial Proposal to be given in the following format:

Table A: Expenses (Per School)

Sl. No	Item	Cost per unit	Total units	Total cost	Remarks
1.	Venue		Schools would provide free venue		
2.	Working Lunch for Trainers, NDMA and other officials		Min. 15 persons x 3 days		
3.	Training Material (Kit)				
4.	Honorarium to Resource Persons				
5.	Operational cost of PSU Including Banners, photo video, local travel, local trainers fee, school level coordination etc and report submission				
6.	Testing and Certification				
7.	Contingency				
	Total				


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अवर सचिव (नीति एवं योजना)/Under Secretary (Policy & Plan)
राष्ट्रीय आपदा प्रबंधन प्राधिकरण
National Disaster Management Authority
गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

8. Submission Deadline

All bids (Technical and Financial) must be submitted by **23.03.2025 1800hrs** in a sealed envelope in single packet bid format marked as "Bid in response to Limited Tender Enquiry for School-Level Fire Safety Workshops" to:

Director (Policy and Plan)
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029

For further inquiries, please contact Under Secretary (Policy and Plan) at 011-26701762.

9. Disclaimer

- (i) NDMA reserves the right to accept or reject any bid without assigning any reason and to request additional information or clarification as needed.
- (ii) Submission of Project Implementation Report by 29th March 2025 1800 hrs is mandatory after completion of the project. Payment will be processed only after satisfactory acceptance of the Project Implementation Report by the competent authority in NDMA.



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