

FORM – M
 { (see section 9(1) and rule 13)}
Application for License to act as Licensed Agency.

To,

The Director or Chief Fire Officer or Nominated Officer

Sub : Grant or renewal of License to act as Licensed Agency
 for the purposes of the Maharashtra Fire Prevention and
 Life Safety Measures Act, 2006 (Mah.III of 2007).

Sir,

The undersigned hereby applies for grant of or renewal of License to act as a Licensed Agency for undertaking and executing the work of providing installation of equipments and maintenance of fire prevention and life safety measures 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 Licensed 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	
(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)	Class for which Licence is applied for-	
(8)	Personnel with the Agency -	
	(a) Supervisory staff- names, qualifications and addresses of each-	
	(b) Other employees - names, qualifications and addresses of each-	
(9)	Details of work with regard to Fire Prevention and life safety measures, if any, 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 officers under 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 elsewhere in 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)	A fee of Rs. _____ remitted herewith by Demand Draft No. _____ Dated _____ drawn on _____ Bank.	
(16)	If the application is for renewal of the existing licence, the details in respect of the licence and the period of its validity (copy of the licence appended)-	
(17)	Whether, the licence to act as a Licensed Agency granted any time previously has been suspended or cancelled; and if so, reasons there for.	

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

DIRECTORATE OF MAHARASHTRA FIRE SERVICES

CHECK LIST FOR LICENSING AGENCY

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

Points for self Scrutiny

Sr. No.	Details requires as per Rule 12, 13 & 16 of the Maharashtra Fire Prevention & Life Safety Measures Rule, 2009	If Enclosed									
		Yes	No								
1 *	I know that I am required to make an Separate Application in Form-M with Rs.5/- Court Fee stamp affixed on application for each type(a)Fire Fighting System Installation, b)Detection & Fire Suppression, c)Passive Fire Protection) of work. Accordingly I am applying for : a)Fire Fighting System Installation only/and b)Detection & Fire Suppression only/and c)Passive Fire Protection only (tick mark the work/ works for which the application is made)										
2 *	I know that when I am applying for a particular class of work/works, I am required to enclosed separate pay order of the exact amount prescribed for the each class/Classes of work/works (A-Class Rs.25,000/-, B-Class Rs.15,000/-, C-Class Rs.5,000/- & D-Class Rs.2,500/-) for which I am applying , drawn in favour of Director, Maharashtra Fire Services, Mumbai , payable at Mumbai, and accordingly I enclosed pay order/orders towards Registration fee with application/applications for which I intend to work as a licensing Agency applicable as per rule, 13 for : a) Fire Fighting System Installation only/and b) Detection & Fire Suppression only/and c) Passive Fire Protection only										
3 *	I have enclosed original Minimum Solvency certificate (Issued by the Tahsildar / nationalised bank/scheduled bank/ reputed private bank/coop. Bank of the prescribed limit (for A class Rs.15 lakh , for B class Rs.10 lakh, for C class Rs.5 lakh, for D class Rs.2.5 lakh)and that since I am applying for more than one work, the copy of same duly stamped by the same bank is enclosed with other application..	Yes	not applicable								
4 *	<u>Registration No. of firm / Company:</u> a)My firm is an Partnership firm and hence I have enclosed an Attested copy of Partners Deed with a copy of Power of Attorney b)Ours is a Limited Company and hence the director/the authorised Signatory has enclosed a - Attested copy of Memorandum of Association c) Sole proprietorship - and therefore I have made and declaration to this effect on an affidavit on the stamp paper of Rs.100/- is enclosed	Yes Yes Yes Yes	not applicable not applicable not applicable not applicable								
5	I am aware that this licence is given for carrying out installation of Fighting works only and that it is not given for trade/sale of fire equipments or for manufacturing of fire equipments or for those who are in the business of maintenance works only. I am also aware that as per Rule 13 of the Maharashtra Fire Prevention and Life Safety Measures Rule, 2009, in the last three financial years preceding the year in which I am applying for licence, I must achieved the turn over of the financial limit of executed work prescribed for the class/classes of the work/works of installation of Fire Fighting System Installation such as Hydrants, Sprinklers, Pumping/ Detection-smoke detection, Hit detection, UV, Beam detector, manual call point and fire suppression system/ Passive Protection such as cable protection fire doors, still member protection glass protection, smoke management system, etc, which is as below :-	Yes	No								
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	A	500.00	200.00	200.00																																													
	B	300.00	100.00	100.00																																													
	C	200.00	50.00	50.00																																													
	D	100.00	25.00	25.00																																													
	Accordingly, the figures of my annual turn over is purely based on the payment received for the works executed during a particular financial year is more than the limit prescribed in rule,13 and that my Chartered Accountant (CA) has also certified that this annual turn over does not includes the amount received for annual maintenance work and/or towards the sale/manufacturing of Fire extinguisher etc. Accordingly ,the annul turn over of previous financial years is compiled in the Format-A enclosed with this check-list duly certified by the Chartered Accountant is as follows:-																																																
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6	I have also enclosed herewith the tabulated information about the work in progress and also the new work orders received in this financial year is as follows :-					Yes	No																																										
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7*	I have executed the works of Govt. Deptt/ Corporation like Oil companies, MTNL/BSNL, Municipal Corporation or CPWD or MIDC etc. in the 1st Last 3 years, the certificates of completion of work executed, containing the details of date of work order, date of completion of work, total cost of complete work executed and the balance payment if any are enclosed herewith.. I have not executed the works of Govt. Deptt./Corporation/Companies and hence not enclosed the copies of letters of such clients.					Yes																																											
8*	I have executed the private works (other than mentioned in Sr.No.6 above),and that the copies of letters about works completion / works orders of such clients giving details like date of work order, date of completion of work, total cost of complete work executed and the balance payment if any duly certified by the Chartered Accountant or Income Tax Practitioner are enclosed herewith. (counter signature of					Yes	not applicable																																										

	<p>C.A./Registered Income Tax Practitioner on the copies of satisfactory work letter of such client's private works). Please enclose the certificate from C.A./RITP in the following format. "This is to certify that my client M/s..... has executed the works of Fire Prevention and Fire Protection viz. installation of Hydrant-Sprinklers-Wet Riser/Extinguishers, detection and fire suppression/Passive Fire Protection, whose turn over is based on the payment received (excluding A.M.C Trading, etc.) from such client is reflected in the statement of each financial year and whose work completion certificates and/or work orders of such letters verified by me are enclosed with the application. I have also verified that the works executed and billed in a financial year but any payment/a portion of payment not received in that particular financial year is not considered for the next financial year, although the payment received for such work in the subsequent financial year. Accordingly, the annual turn over of such work executed and the cost of work in progress/work in hand is as follows.</p> <table border="1" data-bbox="256 647 1174 1193"> <thead> <tr> <th colspan="4">Cost of annual works executed by my firm / company / proprietary firm is as follows :(rupees in lakhs)</th> </tr> <tr> <th>Financial Year</th> <th>Fire Fighting System Installation such as hydrants, Sprinklers, Pumping</th> <th>Detection – smoke detection, Hit detection, UV, Beam detector, manual call point and fire suppression system</th> <th>Passive Protection such as cable protection fire doors, still member protection glass protection, smoke management system, etc.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Work in Progress</td><td> </td><td> </td><td> </td></tr> <tr><td>Work in hand</td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: center;">Signature & stamp of Chartered Accountant/</p>	Cost of annual works executed by my firm / company / proprietary firm is as follows :(rupees in lakhs)				Financial Year	Fire Fighting System Installation such as hydrants, Sprinklers, Pumping	Detection – smoke detection, Hit detection, UV, Beam detector, manual call point and fire suppression system	Passive Protection such as cable protection fire doors, still member protection glass protection, smoke management system, etc.																					Work in Progress				Work in hand					
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9	<p>Since this is the first time I am applying for license and that although in the financial year 20 -20 ,the annual cost of works executed in that period is Rs.-----, includes a single job of Rs.----- and the cost of this executed job is Rs.----- . Since the cost of this executed single job is more than Rs..... Crore, which is equal to the Rs..... Crore, prescribed for Class of license for carrying out the work of installation of Hydrant sprinkler/smoke detection/Passive Protection work, Hence, being eligible, I am , applying for Class for Hydrant sprinkler/smoke detection/passive protection work, as per the provisions under rule 13(b)(6) of Maharashtra Fire Prevention & Life Safety Measures Rules,2009.</p>	Yes	not applicable																																				
10 *	<p>Myself being the Director/partner/sole proprietor possessing the qualification of BE(Fire) or Advance Diploma or Diploma in Fire Engineering awarded by National Fire Service College or Fellow of Fire Engineering of the Institution of Fire Engineers/ M.I. Fire./ Batchelor/Diploma Holder of Engineering(Electrical/Mechanical/Civil/Electronic/Chemical/Computer application, I am enclosing herewith the copies of certificate duly attested by Gazetted officer/MP/MLA/Special Executive Officer, alongwith my photo, bearing my signature across this photo, are enclosed.</p>	Yes	No																																				
11	<p>Since I /Partner/Director does not have the abovementioned qualification, I/the firm/the company have employed at least one person who possesses one of the abovementioned qualification and that the copy of qualification duly attested by Gazetted Officer/MP/MLA/Spl Executive Officer along with his photo bearing his signature across the photo is/are enclosed herewith.</p>	Yes	No																																				
12 *	<p>Declaration on Letter Head of Company/Firm/Proprietorship Since Since myself be Proprietor /the partner/the director has/has no qualification , I have/have also employed the persons whose details are given below, has experience in executing fire prevention and fire protection system, as laid down in the National Building Code,2005 or the code published by the National Fire Protection Association (NFPA USA) 2008, and that the photograph bearing their own signature and copies of my/their qualification certificates attested by appropriate authority are enclosed herewith. (Attestation of Certificates of qualification mentioned in Sr.No.10 above to be attested by the authorities mentioned in Sr.No.11 above).</p>	Yes	No																																				

13 *	I have enclosed the List of the employees giving their qualification, the post they and no. of years' experiences.	Yes	No
14 *	I have enclosed the List of essential equipments for fire prevention and fire protection systems in the company.	Yes	No
15 *	I have enclosed the Original affidavit on Rs.100/- court fee stamp paper declaring that my “sole proprietor firm /partnership firm / company / corporation has not been blacklisted by any Government Department or Organisation or any other State.”	Yes	No
16*	I have enclosed the Copies of VAT / TIN certificate/PAN card.	Yes	No
17 *	Copies of IT returns of last 3 Assessment Years are enclosed.	Yes	No
18	All documents at Sr. No. 1, 2, 3, 4, 7,6,7, 8, 9, 10, 12, 13,14, 15, 16, & 17 (Star above in this Check List) are chronologically arrange, numbered and flagged.	Yes	No

The above information is factual and is based on the documents in possession of my company/firm/ proprietorship concern.

Place:-

Date :

Name and Signature of
Director/ Partner/ Proprietor

(Declaration on Letter Head of Company/Firm/Proprietorship certifying that it has Director/Partner/Proprietor and/or his employee having necessary qualification and has experience of executing the Fire Prevention and Fire Protection Systems as laid down in NBC,2005 or NFPA,2008)

Since myself be Proprietor /the partner/the director has/has no qualification, I have/have also employed the persons whose details are given below, has experience in executing fire prevention and fire protection system, as laid down in the **National Building Code,2005** or the code published by the **National Fire Protection Association (NFPA USA) 2008**, 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	Position held in Company/Firm	Qualification	Actual experience of executing Fire Prevention and Fire Protection System as per NBC,2005 and NFPA,2008.

Name and Signature of
Director/Partner/Proprietor

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 HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT DEPARTMENT OR ORGANISATION OR ANY OTHER STATE.”

Name and Signature of
Director/Partner/Proprietor

**Annual cost of works executed
(excluding maintenance work and replacement)
in the last 3 years (rupees in Lakh) is as follows
During the Financial Year : 2007-08 / 2008-09 / 2009-10 / 2010-11**

Sr. No.	Name of The Company	Date of Work Order	Scope of Work				Cost of work executed during Financial yrs.				Balance work carry forward at the end of Financial Work i.e. work in progress			
			Hydrants, Sprinklers, Pumping, etc.	Detection Smoke /UV/ Suppression, etc.	Passive Cable, Fire doors, etc.	Total	Hydrants, Sprinklers, Pumping, etc.	Detection Smoke /UV/ Suppression, etc.	Passive Cable, Fire doors, etc.	Total	Hydrants, Sprinklers, Pumping etc.	Detection Smoke /UV/ Suppression, etc.	Passive Cable, Fire doors, etc.	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

(Please give information of each financial year on a separate sheet for each year) (If a work is completed in a financial year but payment/part payment is not received/received, in that case part payment to be included in that financial year/if the whole amount is shown under the column work executed. In case of a total job executed / completed in a financial year but payment not received, then in such cases, enclosed the letter from such client certifying that the work order date, date of completion and the cost of total work with the break-up of cost of Hydrant/Sprinklers/Passive Protection Work as the case may be signed by the Chartered Accountant / Registered Income Tax Practioner)

Signature & stamp of
Chartered Accountant/
Registered Income Tax Practioner

**Certificate from Chartered Accountant/
Registered Income Tax Practitioner.**

“This is to certify that M/s..... has executed the works of Fire Prevention and Fire Protection viz. installation of Hydrant-Sprinklers-Wet Riser/Extinguishers, detection and fire suppression/Passive Fire Protection, during the financial years of 20..... -20..... and 20.....-20..... 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 that the annual turn over shown below:-

1. Is of only installation of Hydrant-Sprinklers-Wet Riser/Extinguishers, detection and fire suppression/Passive Fire Protection and that any turnover generated by A.M.C., trading or any other activities which are not related with 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 clients indents/quotations and the payments received for, are also verified by me and that the copies of such indents/quotations and the statement of payment of such works are enclosed.
4. The work orders/purchase orders of work in progress and its value is as per the enclosed statement.

Based on the above information, the annual turnover and the cost of work in progress plus work in hand is as follows:

Financial Year	Cost of annual works executed by firm / company / proprietary firm is as follows :(rupees in lakhs)		
	<i>Fire Fighting System Installation such as hydrants, Sprinklers, Pumping</i>	<i>Detection – smoke detection, Hit detection, UV, Beam detector, manual call point and fire suppression system</i>	<i>Passive Protection such as cable protection fire doors, still member protection glass protection, smoke management system, etc.</i>
<i>Work in Progress</i>			
<i>Work in hand</i>			

Signature & stamp of
Chartered Accountant/
Registered Income Tax Practitioner.

