

ANNEXURE -1

“Empanelment of Event Fire Safety Agency”

Notice No.: **A2026086260**

The Agency will be responsible for ensuring and certifying that all work in event occupied area like temporary set-up / dismantling (like stands, machine handling, the stage, double story stand, etc.), organizer/visitor/exhibitor/vendors movement, is adequately & safely implemented and monitored on the site and in surrounding location of area within Yashobhoomi.

They are responsible for securing the premises property, human life, interest of KINEXIN and SPV, Yashobhoomi from any type of operation / action in Yashobhoomi at event location. They will have a duty to manage and monitor the overall area throughout its execution & implementation.

The Agency will be one of the first points of contact before the initiation of any fire safety related task in temporary structure set-up. They will be consulted by the client, exhibitor, vendor, and construction team to consider the overall supervision under the guidance of KINEXIN.

This Agency will be appointed by the client, exhibitor, vendor, and construction team, who will be responsible for the event/exhibition at Yashobhoomi.

Agency needs to be competent in their areas of work, with the appropriate up-to-date training, qualifications, and experience required for the complexity of the task at hand. All their crew members should be equipped with all type of essential gadgets supported by other high-end devices, gadgets, infrastructure (Fire tender, Fire safety kits, PPE suits, Portable / wheeled Fire Extinguishers etc.) etc.

Roles and Responsibilities of a Agency:

They have a duty to study & approve the plans/drawings and monitor the executions as per the approved design.

They should ensure that all works/events flow following relevant SOP, norms, rules & regulations which are set out by the organiser approved by KINEXIN. Furthermore, they are responsible for the permit to ensure that all appropriate steps have been taken to ensure the safe and secure atmosphere in the event.

They will be required to check periodically / patrolling that the works/event have not been altered and safe.

The role of the entity is an important part of the event process as they will be responsible for overseeing all areas of the works from creating the records and supervision throughout by regular patrolling and checks.

They will ensure that all work and events are carried out in accordance with the Yashobhoomi Working manual or applicable law of land, DFS and any other governing authority, or if they have its own procedure KINEXIN will work with these on a project-by-project basis with prior approvals.

They will also be responsible for health, safety, and welfare – should have a sound knowledge of legislation, hazards and safe systems of work, ability to manage health, safety, and welfare within own area of responsibility. They should have interpersonal skills and communication – ability to communicate well with others at all levels, ability to discuss ideas and plans competently and with confidence.

They make sure their crew should be able to demonstrate that they have in place effective arrangements for controlling all types of risks arising or may arise in works in event:

- Preparation of an adequate design/plan brief.
- QRT / RAT team and their scope of work.
- Design/plan risk assessment and methodology of improvement
- Independent checking at all areas of works design.
- Issue of random patrolling / check certificate of supervision.
- Pre and post event inspection / Prepare risk assessments, improvement methodology, independent checks.
- Sealing of the critical area and hall during major task. (Empowered to stop unsafe work.)

They will be responsible for checking that all work has been carried out in accordance with the working manual, plans and issuing a formal "permit" where necessary.

They are responsible for ensuring that the procedures for the controlling and safe works are implemented on-site. Also responsible for ensuring that suitable and regular checks are implemented on site in accordance with the KINEXIN rules.

They should have a formal appointment with the organizer/contractor and should have adequate authority to carry out his/her tasks, including stopping the work if it is not satisfactory.

Requirement

They should have relevant up-to-date training, experience, and qualifications appropriate to the complexity of the project. Ideally, they would:

- Have experience of the relevant types of work.
- Have completed formal training as per DFS norms / venue working manual.
- Should be a Certified Agency

Agency basic deployment for any show in Yashobhoomi must adhere to the KINEXIN's deployment rules, which must be approved by the KINEXIN before submission to client. Before making obligations or providing confirmation to the client, the agency chief must notify KINEXIN of any deviations.

Record of work

It should contain a list of all identified temporary work items associated. These can be set out as a table using appropriate headings, which could include:

- Office and Training Academy in Delhi NCR or other parts of India.
- Monthly training with Venue team.
- Permanent Manpower of at least 100 trained and certified crew.
- Communication for events as point of contact and drill - Pre and Post Event.
- Infrastructures – Walkies, Whistle, P.A., temporary light, binoculars, light batons, search lights, reflectors, Fire Extinguishers, fire tender, etc.
- List of all temporary work items.
- Training schedules and attendance.
- Deployment rosters and crew certifications.
- Inspection reports (pre/post event).
- Patrolling logs and supervision certificates.
- Communication drills and emergency response records.

Agency must have:

- Purchase only valid BIS-marked products
- Verify the BIS licence or CM/L number
- Maintain manufacturer and supplier invoices
- Maintain serial-number and batch traceability
- Avoid altering the manufacturer's label or BIS marking
- Avoid selling unmarked or falsely marked extinguishers

Maintenance, selection, installation and testing of portable and mobile extinguishers should follow **IS 2190:2024**, which is the current BIS code of practice for this activity.

Labour and employee-related compliances: The four labour codes were brought into effect nationally from 21 November 2025. The company should maintain all records of their employees as per the regulation. All employees must have:

- PPE kit training
- Working-at-height training
- Electrical and tool-safety training
- Accident and near-miss reporting training
- Medical fitness appropriate to the work
- Technician competency and authorisation records
- OSH training
- BOCW-related obligations: where installation work qualifies as building or other construction work and the applicable worker/project thresholds are met

Deployment Requirements

- **Certification:** Deployed fire staff must have gone through a proper recognized training institute with certification.
- **Permanent manpower:** Minimum 100 trained fire staff has to be on the bench strength of the agency. Their resume with certificate has to be deposited.
- **Infrastructure readiness:** Walkie-talkies, PA system, whistles, temporary lighting, binoculars, batons, search lights, reflectors, BIS-marked fire extinguishers, fire tender, PPE suits, etc.
- **Office & Training Academy:** recognized training institute in India with a minimum capacity of training 200 fire staff in a year
- **QRT/RAT teams** with defined scope of work.

Equipment & BIS Compliance

- Purchase only **valid BIS-marked products**.
- Verify BIS license or CM/L number.
- Maintain manufacturer/supplier invoices and batch traceability.
- Do not purchase unmarked or falsely marked extinguishers.

References: Working manual (<https://www.iiccnwdelhi.com/notice>)