



# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF SURVEY AGENCY FOR  
CONDUCTING TOTAL STATION SURVEY AT  
PROPOSED LOCATIONS UNDER CITIIS  
PROGRAMME, BHUBANESWAR.**

**Bhubaneswar Smart City Limited  
BMC Bhawani Mall, Block-I, 5<sup>th</sup> Floor,  
Saheed Nagar, Bhubaneswar – 751007, Odisha.  
Email Id: [bbsr.bscl@gov.in](mailto:bbsr.bscl@gov.in)  
CIN: U74990OR2016PLC020016**

## **Schedule of Bid Process**

Period of availability of RFP document: **30.12.2020 to 05.01.2021**  
(Downloadable from website: [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in))

Last date for receipt of proposals: **11.01.2021 till 3.00 P.M**  
**(By hand through sealed covers in the designated drop-box.)**

Place of submission of proposals: Bhubaneswar Smart City Limited,  
5th Floor, Block-I, BMC Bhawani Mall,  
Saheed Nagar, Bhubaneswar-751007  
Email Id: bbsr.bscl@gov.in

Date and Time of Technical  
Proposal opening: **11.01.2021 at 4.00 P.M**

## **1 Disclaimer**

- 1.1** The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Bhubaneswar Smart City Limited (BSCL / Client) or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- 1.2** Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the selected Agency, as the case maybe, to provide the Services and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

- 1.3** The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BSCL or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the BSCL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.
- 1.4** No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which this RFP may be based. Liability therefore, if any, is hereby expressly disclaimed
- 1.5** The Authority further reserves the right not to proceed with the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any party submitting a bid.
- 1.6** The Authority reserves the right to reject all or any of the Proposals submitted in response to this.
- 1.7** RFP at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that Authority is bound to select a Bidder as the concessionaire.
- 1.8** BSCL shall not be liable for any costs or damages arising from the same. The Authority is also not bound to take any subsequent actions.
- 1.9** The BSCL reserves the right not to proceed with this RFP or to change the process or procedure to be applied. It also reserves the right to decline to discuss the process further with any party submitting a proposal.
- 1.10** This RFP and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the project in accordance with RFP the information contained in the RFP shall not be divulged to any other party. The information contained in the RFP must be kept confidential.
- 1.11** Mere submission of a responsive Bid does not ensure selection of the Bidder as Concessionaire.

## 2 The Proposed Area

**2.1** Bhubaneswar Smart City Limited (BSCL) under CITIIS Programme has selected the following sites measuring a total area of approximately **107.494 Ac** for implementation of B-Active Projects.

**2.2** The total **107.494 Ac** (approx.) of land covers the following areas:

S. No	Project	Surveys/ document details and location	Area in acres (Approx)
1.	Water: Waterfront Promenade	BDA City Centre, (NICCO park), NICCO Park Road	25.000
2.	Restoring blue-ways	Land nearby Naveen Niwas adjacent to drain 7	13.100
3.	Parks and Open Spaces: Smart PODs	a. Mumtaz Ali Park, Surya Nagar, Unit 7	1.450
		b. Park in Kharavela Nagar, Unit 3	2.300
		c. Ground on West side of SP4, Unit 4	1.500
		d. Unit 4 Colony Park, Postal Colony	1.620
		e. Ground on East side of SP5, Unit 4	4.000
		f. Open space 1, Bhoinagar	1.000
		g. Unit 9 BSNL Colony park	1.530
		h. Open space 2, Bhoinagar	0.500
Total area under proposed parks			13.900
4.	Sports and Playgrounds: Shared playground*	a. BCC School Ground	4.015
		b. Capital High School Ground	2.795
		c. Unit 2 Girls School	2.219
		d. Unit 4 Girls Highschool	2.750
		e. Mahabir Boy's School Ground	3.860
		f. Unit 6 Boys School	8.102
		g. Unit 6 Girls' School	5.788
		h. Unit 9 Girls' School	3.889
		i. S.M./B M School Ground	1.770
		j. B. Ed College School	1.010
		k. Unit 1 Government School	10.136
		l. Cultural Association ground	0.730
		m. Ekamra Road Ground	2.500
		n. OUAT Ground	4.300
o. Ramakrishna Mission	0.710		
p. Pragati Sports, Kalakendra Road	0.920		
Total area under proposed Shared Playground			55.394
5.	<b>Grand Total</b>		<b>107.494</b>

\*As the list of sites mentioned above is to be finalized, number of playgrounds may go up to 20 with total area 60 Acres (approximately).

\*\*The area calculated is based on satellite imagery and may vary upto +/- .%

### 3 Project Objective

- 3.1** BSCL proposes through this RFP for selection of reputed agencies for undertaking DGPS and Total Station Survey of the selected site, Data Collection and Demarcation of Roads & Final Plots pertaining to land records along with authentication of the same.
- 3.2** The information collected from total station survey shall be reflected in GIS platform in form of polygon/line/point features (with symbology) with relevant attributes. The procedures for base map preparation and GIS database generation shall be in accordance with Design and Standards prescribed by Ministry of Housing and Urban Affairs (MoHUA), Government of India.
- 3.2.1** All survey information shall be prepared in AutoCAD as well as ArcGIS compatible format (soft version). The survey data shall be in the Coordinate System of WGS\_1984\_UTM\_Zone\_45N. The GIS data of all plots (polygon) shall have all attributes, as given in the scope of work.

### 4 Eligibility Criteria

- 4.1** For participating in this RFP process, the Applicant would require to comply with the following criteria:
- i. The firm shall be:
    - o Indian Legal Entity like Company / partnership firm/ LLP/ Sole Proprietorship firm, etc. registered under relevant Acts.
    - o Shall have at least 5 (Five) Years of experience in the field of Total Station Survey of Land and Collection of Data pertaining to Land records.
  - ii. **Technical Experience Criteria:** The firm shall have successfully executed at least 1 (one) assignment of Total Station Survey of Land and Collection of Data pertaining to Land records of minimum land area of 20 acres (single land parcel) and 50 acres (cumulative/ in total) in last five years (from the due date). The firm shall have adequate on-field and technical manpower for completion of the survey and submission as per prescribed timeline. The firm must have adequate (at least 2 nos) GIS and CAD experts for preparation of GIS based maps from the survey data within specified timeline having qualification and experience as below: -

Key Personnel		Length of Professional Experience	Experience on eligible assignments
GIS & CAD Expert		Min. 5 Years	He/ She should have worked on preparation of GIS based maps and base maps for at least one

			development plans/town planning schemes/integrated mixed-use area-based development projects. Should have worked on GIS based platforms and should have experience in managing database linking with maps
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iii. **Turnover criteria:** Average Annual Turnover Rs. 1.00 Crores during the last three financial years (i.e. FY 2017-18, FY 2018-19 and FY 2019-20).

**4.2** Even if an applicant firm satisfies the above requirements, it will be subject to disqualification, at any stage during Agreement period, if it has:

- iv. Made a false representation in the form, statement and attachments required in the proposal submission documents;
- v. Record of poor performance such as abandoning work, not completing contract properly, financial failures or delayed completion, and,
- vi. If it has been convicted by any court of law.

**4.3** A bidder must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against the bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such bidder.

## 5 Consortium

- 5.1** Consortiums of firms are not allowed to participate in this bid process and any bid received from consortium of firms shall summarily be rejected.

## 6 Selection Procedure

- 6.1** The broad stages for selection of the Survey Agency constitutes as under.
- 6.2** Invitation of Request for Proposal (RFP) in the form of Technical & Financial Proposal: BSCL invites the application from prospective bidders to submit their proposal in order to participate in the bidding process in two separate sealed envelopes;
- 6.3** One envelope shall have the Technical Bid (required documents as per RFP) and the other envelope shall contain Financial Offer for the Assignment
- 6.4 Evaluation and Selection of Survey Agency:** The proposals of the Applicants shall be evaluated based on the eligibility criteria and submission of requisite information. Accordingly, BSCL shall open the financial proposals of the technically eligible firms and the firm quoting the least Lump sum amount per acre would be selected as Survey Agency.
- 6.5 Letter of Award and Signing of Agreement:** After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BSCL to the selected bidder and the bidder shall, with 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Survey Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BSCL and the next eligible agency may be considered for the project.
- 6.6 Execution of Agreement:** After acknowledgement of the LOA as aforesaid by the selected firm, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The selected bidder shall also deposit the performance security before the execution of the contract agreement. The successful bidder shall not be entitled to seek any deviation in the Agreement.
- 6.7 Commencement of Assignment:** The selected bidder shall commence the assignment within 7 days from the date of execution of Agreement. If the bidder fails to commence the assignment as specified herein, BSCL may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by BSCL.
- 6.8 Performance Security:** After issue of LoA the selected consultant shall deposit to BSCL an amount 10% of the value of the total contract value as performance security within 7 days from the issuance of the LoA. The terms and conditions, validity etc. of the performance security will be detailed in the LoA.



## **7 Indicative Scope of Services**

**7.1** Stage-I: Collection of Field Data, Survey, Preparation of Base Map and Reconciliation of RoR with survey data.

### **(a) Survey and collection of Field Data:**

**7.1.1** The selected firm shall solely be responsible for discharging/ performing the following obligations, to the best satisfaction of BSCL, which inter alia includes but not limited to:

**7.1.1.1** The Total Station Survey of land should be carried out by Latest Equipment. The required Traverse Point should be permanently fixed along the boundary of each proposed site area;

**7.1.1.2** The land survey should be done along the boundary including adjacent two survey no./ Block No. indicating all necessary details;

**7.1.1.3** DGPS Survey shall be used for generation of GCPs, The Total Station Survey data shall be duly geo-referenced using Ground Control Points (GCPs) collected by dual frequency DGPS receivers.

**7.1.1.4** The Survey shall include:

- a. Measurement of each Survey No./ Block No./ City Survey no at site with procession details;
- b. Boundary of all types of roads adjacent or inside the site boundary i.e. National Highway, State Highway, Districts Road, Village Road, Internal Approach Road of Society, Cart Road, and Private Road etc;
- c. Mapping of Ward Boundaries, all-natural features like River, drain, Pond, Lake, Hill, Canal, Wetlands, Hills/hillocks, etc;
- d. Mapping of all physical infrastructure with Location and boundary of Infrastructural facility such as
  - storm water network, drainage network, drainage pumping station
  - water supply network, elevated service reservoir (ESR), underground reservoir (UGR), pumping stations, water treatment plant, sewerage network, sewerage pumping station, sewerage treatment plant
  - HT and EHT line and towers, LT electricity network with poles (either underground or overhead), substations, transformers,
  - gas pipeline network,
- e. Mapping of amenities and facilities such as water ATMs, toilets, cycle stands, permeant-built platforms, constructed stage and/or shed, abended structures, organized vegetation, trees in the parks & playgrounds.
- f. All types of construction and built up structures (approved illegal/temporary/ permanent) existing in each Survey no./Block No./C.T.S. No.
- g. Contour Survey for every 0.5 mtr. interval distance including level at 10.0 mtr interval distance with Graphic Method.
- h. Elevation of each plot in reference with Mean Sea Level (MSL) and shall be reflected in the attribute table in GIS (shp file) w.r.t. plot details.
- i. Alignment of infrastructural facilities, operational construction etc. with all records including sketch/drawing/measurement from the concerned department.
- j. Existing land Use for each Survey No./Block No./ C.T.S No.
- k. Base map with all details to be submitted in the scale of 1:500 and 1:1000

- i. Any ambiguity, error, mistake, irregularity should be rectified by the selected agency. If required, the selected agency shall re-survey the entire area. No extra payment shall be claimed by the selected agency

**(b) Preparation of Base Map and Plot wise Statement:**

- 7.1.2** Preparation of Base maps in AutoCAD Format (The layers of the attributes shall be as per the Appendix-A) and GIS Format as per design standards prescribed for "Formulation of GIS based Master Plan for AMRUT Cities" the above-mentioned details in scale 1:500 and 1:1000
- 7.1.3** Plot wise statement indicating all the existing structures, constructions and infrastructure facilities.
- 7.1.4** Submission of a hard copy of the Base Map along with the Plot Wise statement.
- 7.1.5** Submission of a soft copy of the Base Map (AutoCAD and GIS Format) and the Plot wise statement.

**(c) Submission of Final Base Map and Plot Wise Statement:**

- 7.1.6** Considering the required changes, the selected agency shall submit the following:
  - i. 2 nos. of hardcopies of Final Base Map in the scale of 1:500 and 1:1000
  - ii. 2 nos. of hardcopies of Plot wise Statement.
  - iii. Soft copy of the Final Base Map in Auto CAD and GIS Format (with all the attributes in the layers as per Appendix-A) and as finalized by BSCL.
  - iv. List of record of the plots and owners as per the format approved by BSCL.

**(d) Submission of the modified documents after authentication of the submitted Final Base Map by the Project in charge, BSCL.**

**7.2** Stage II:

- 7.2.1** Submission of the modified documents after authentication of the Base Map, Plot wise statement and Records of Plots and Owners by a competent Revenue officer
- 7.2.2** Road and Final Plot Demarcation work (stage as decided by BSCL)
  - i. Demarcation work to be initiated by taking traverse along scheme boundary, taking stations points' and adjacent survey nos. details with the location & Northing – Easting. In case of internal traversing is required to minimize error as compared with planning proposal, Survey agency must put in all efforts before starting demarcation of roads.
  - ii. Prepare layout map of actual number of "points" / "stones" to be emarcated on filed as per the proposed roads & Final plots in the Town Planning Scheme " (Final drawing would be given later on)
  - iii. Provide demarcation pillar of size (3'-0"x 0'-6"x0'-6") and base size (1'-6"x 0'-6"x0'-6") (in T shape) cast at work site on working platform & carrying the post by head load within 100 to 150 mtr & laying in position by

embedding the pit with CC (1:3:6) with 40mm cb metal in proper alignment etc complete in all respect including painting with BSCL logo.

- iv. Provision for labour for demarcation, digging of demarcation line, spreading of lime, pegging including cost of peg etc all complete for demarcation.

**7.3** The selected agency shall also ensure the following:

**7.3.1** Any ambiguity, error, mistake, irregularity should be rectified by the selected agency. If required, the selected agency shall re-survey the entire area. No extra payment shall be claimed by the selected agency.

**7.3.2** If required, it will be the sole responsibility of the selected survey agency to take all the authentication/ approvals/ clearances from the concerned department during the process.

**7.3.3** Agency should be liable for all type of expenditure required for survey like equipment, manpower, stationeries, records etc.

**7.3.4** All fees shall be paid by the selected agency for getting data / records from concerned department. This amount shall be reimbursed by BSCL on submission of the bills for the said amount from the concerned departments.

**7.3.5** The selected agency shall survey an area of minimum overlap of 50 mtr of the project boundary or two numbers of surveyed plot whichever is greater. No payment shall be made for this extra surveyed area.

**7.3.6** The list of the features to be surveyed as mentioned above is not a complete list; the survey agency shall include all features consequential to the preparation of high-quality Town Planning Scheme.

## **8 Deliverables**

**8.1 Stage I:** Collection of Field Data, Survey, Preparation of Base Map and Reconciliation of RoR with survey data

**8.1.1** Submission of a soft copy of the Base maps in AutoCAD Format (The layers of the attributes shall be as per the Appendix-A) and GIS Format.

**8.1.2** Submission of one no. hard copy of the Base Map in scale of 1:500 and 1:1000

**8.1.3** Submission of two no. of hard copy of the Plot Wise statement

**8.2 Stage II:** Comparison of the survey and data collected with the records of Revenue Department along with submission of Final Base Map

**8.2.1** 3 nos. of hardcopies of Final Base Map in the scale of 1:500 and 1:1000

**8.2.2** 2 nos. of hardcopies of Plot wise Statement.

**8.2.3** Soft copy of the Final Base Map in Auto CAD and GIS Format (with all the attributes in the layers as per Appendix-A)

**8.2.4** After Authentication by the Project In charge, BSCL, the survey agency needs to submit the drawings with the required modification

- 8.2.5** 3 nos. of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
- 8.2.6** 3 nos. of hardcopies of Plot wise Statement.
- 8.2.7** Soft copy of the Final Base Map in Auto CAD and GIS Format (with all the attributes in the layers as per Appendix-A)

## 9 Survey Locations and details

S. No	Project	Surveys/ document details and location	Area in acres (Approx)
1.	Water: Waterfront Promenade	BDA City Centre, (NICCO park), NICCO Park Road	25.000
2.	Restoring blue-ways	Land nearby Naveen Niwas adjacent to drain 7	13.100
3.	Parks and Open Spaces: Smart PODs	i. Mumtaz Ali Park, Surya Nagar, Unit 7	1.450
		j. Park in Kharavela Nagar, Unit 3	2.300
		k. Ground on West side of SP4, Unit 4	1.500
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		n. Open space 1, Bhoinagar	1.000
		o. Unit 9 BSNL Colony park	1.530
		p. Open space 2, Bhoinagar	0.500
Total area under proposed parks			13.900
4.	Sports and Playgrounds: Shared playground*	q. BCC School Ground	4.015
		r. Capital High School Ground	2.795
		s. Unit 2 Girls School	2.219
		t. Unit 4 Girls Highschool	2.750
		u. Mahabir Boy's School Ground	3.860
		v. Unit 6 Boys School	8.102
		w. Unit 6 Girls' School	5.788
		x. Unit 9 Girls' School	3.889
		y. S.M./B M School Ground	1.770
		z. B. Ed College School	1.010
		aa. Unit 1 Government School	10.136
		bb. Cultural Association ground	0.730
		cc. Ekamra Road Ground	2.500
		dd. OUAT Ground	4.300
ee. Ramakrishna Mission	0.710		
ff. Pragati Sports, Kalakendra Road	0.920		
Total area under proposed Shared Playground			55.394
5.	<b>Grand Total</b>		107.494**

\*As the list of sites mentioned above is to be finalized, number of playground may go up to 20 with total area 60 Acres (approximately).

\*\*The area calculated is based on satellite imagery and may vary upto +/- .%

## **10 Modes of Payment**

- 10.1** 20% of the total payable amount will be paid after completion of field work at the site as mentioned in Stage I of scope of services and on submission of Deliverables as per Stage I, Clause 7.1 (a) of this RFP document.
- 10.2** 30% of the total payable amount will be paid after completion of Stage I of scope of services and submission of Draft Base Map and Plot wise Statement with BSCL approval on the Draft Base Map as detailed in Clause 7.1 (b) of this RFP document.
- 10.3** 20% of the total payable amount will be paid after submission of Final Base Map and Plot Wise Statement along with final plot demarcation work of the Final Base Map as mentioned in Clause 7.1 (c) of this RFP document.
- 10.4** 30% of the total payable amount will be paid after completion of Stage II of scope of services and submission of the modified documents after authentication of the submitted Final Base Map by the Project in charge, BSCL as detailed in Clause 7.1 (d) of this RFP document.

## **11 Penalty for Default:**

- 11.1** In the event of delay from Consultant side in stage wise execution of work specified in this contract / furnishing deliverables due to negligence or in-efficiency attributable to the consultant, the consultant shall be liable to a penalty up to a maximum of 2% (2 percent) of Contract Value per day at each stage for delay of submission of report (subject to maximum of 20% of contract value).
- 11.2** Deviation and/ or Refusal and / or non-Performance towards any of the obligations described in the scope of services would be treated as default of service of the selected consultant. Upon default of service, the BSCL would reserve the right to terminate the agreement with the selected consultant.
- 11.3** The selected consultant shall not be liable to a penalty for the time taken for the approval or giving comments by BSCL or any external competent authority.

## **12 Submission Requirement**

- 12.1** To be eligible for a valid proposal, the Applicants are required to submit their proposal in two Envelopes comprising
- **Technical Proposal in Envelope A**
  - **Financial Proposal in Envelope B**
- 12.2** The Technical Proposal (Envelope A) and Financial Proposal (Envelope B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope.
- A. Envelope A- Technical Proposal**

**12.3** The Technical Proposal of the applicant would contain the following information and documentary evidences for evaluating their proposals as valid and responsive:

- a) Document Purchase Fee: Rs.600/- in the form of Demand Draft payable in favour of "**Bhubaneswar Smart City Limited**" payable at "**Bhubaneswar**" drawn on any nationalized bank.
- b) Refundable Earnest Money deposit of Rs. 5000/- (Rupees Five Thousand only) as bid security in the form of Demand Draft payable in favour of "**Bhubaneswar Smart City Limited**" payable at "**Bhubaneswar**" drawn on any nationalized bank.
- c) Covering Letter;
- d) Information of Applicants as per **Schedule 'A'** along with all supporting documents including Client Satisfaction Certificate;
- e) Information on relevant Project Experience **Schedule 'B'** along with all supporting documents (work order/ completion certificate / CA certificate etc.)
- f) Proof of registration of the Applicant
- g) Proof of Turnover Criteria of the Financial Year 2017-18, FY 2018-19 and FY 2019-20.
- h) Copy of PAN Card and GST Registration Certificate allotted to the applicant.

**12.4** All Applicants shall strictly follow the above submission requirement along with its related supporting documents during application. Short or non-submission of desired information and deviation in submission formats for any/ all of the above information may be the reason for rejection of the application for this selection process.

**B. Envelope B- Financial Proposal**

**12.5** The Envelope B would contain the financial quotation of the Applicant. The financial quotation would be the quoted Lump sum amount per acre by the firm. The GST as applicable would be payable extra. The format for the financial proposal has been given as **Schedule 'C'**. In the event of any variation of land area, the payment shall be adjusted on pro-rata basis.

**12.6** The financial quotation shall be inclusive of all the type of expenditure to be made by the selected Survey Agency related to purchase of survey equipment, engagement of requisite manpower, required stationeries etc.

**12.7** Both the envelopes i.e., Envelope A and Envelope B must be packed in a separate sealed outer cover and clearly super scribed with the following:

**"Request for Proposal for Selection of Survey Agency for Conducting Total Station Survey, Demarcation of Roads and Final Plots at Proposed**

## **Locations under CITIIS Programme, Bhubaneswar Smart City Limited (BSCL)''**

**12.8** The Application along with all forms in appropriate formats and documentary proofs must be in spiral binding form and each page initialed and serially numbered.

**12.9** The Proposal shall be addressed to BSCL, Bhubaneswar at the following address:

**The,  
Chief Executive Officer (CEO)  
Bhubaneswar Smart City Limited  
Block-I, 5<sup>th</sup> Floor, BMC Bhawani Mall,  
Saheed Nagar,  
Bhubaneswar – 751007, Odisha  
Email Id: [bbsr.bscl@gov.in](mailto:bbsr.bscl@gov.in)**

**12.10** If the envelope is not sealed and marked as mentioned above, BSCL will not be responsible for any misplacement or premature opening of the Proposal. (Telex, cable or facsimile proposal will be rejected).

### **13 Pre-bid Queries**

**13.1** The queries shall be sent before the 3 days prior to Due Date to [bbsr.bscl@gov.in](mailto:bbsr.bscl@gov.in) or addressed in written form to:

**The  
Chief Executive Officer (CEO)  
Bhubaneswar Smart City Limited  
Block-I, 5<sup>th</sup> Floor, BMC Bhawani Mall,  
Saheed Nagar,  
Bhubaneswar – 751007, Odisha  
Email Id: [bbsr.bscl@gov.in](mailto:bbsr.bscl@gov.in)**

**13.2** Pre-bid clarification

**13.2.1** BSCL shall endeavor to respond to the queries within the period specified therein but not later than 3 days prior to the Proposal Due Date. The responses if any shall be up-loaded in website. However, BSCL reserve the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the BSCL to respond to any question or to provide any clarification.



## **14 Submission of Proposal**

- 14.1** Firms shall send their proposals to BSCL at the address mentioned in the RFP through registered post/speed post/courier/ hand delivery. Drop box facility is available for submission of bids.

## **15 Validity of Proposal**

- 15.1** Proposal shall remain valid for 180 days after the date of Proposal opening. A Proposal valid for a shorter period shall be rejected as non-responsive.

## **16 Language of Application**

**16.1** The language of the Application as well as the supporting documents shall be in English.

## **17 Number of Proposals**

**17.1** An Applicant (single legal entity) is eligible to submit only one Proposal. Consortiums of firms are not allowed to participate in bid and shall be rejected.

## **18 Proposal Submission Date**

**18.1** Proposals submitted in all respect must reach BSCL at the specified address on the scheduled date through Speed / Registered Post / Courier / Hand Delivery. If the specified date for the submission of Proposal is declared as a holiday for BSCL, Bhubaneswar, the proposal will be received up to the appointed time on the next working day.

## **19 Late Submission:**

**19.1** RFP received after the deadline for submission prescribed by the BSCL will be rejected.

## **20 Modifications and Withdrawal of Proposal**

**20.1** No modifications in the Proposals shall be allowed once it is received by the BSCL, Bhubaneswar.

## **21 Period of Consultancy**

**21.1** Upon selection of the suitable Survey Agency, the Assignment shall be valid and continue for a period of 1 (one) years and can be extended by BSCL at its own discretion. However, upon completion of every quarterly of operation, the BSCL shall have exclusive and irrevocable right to review the performance of the selected Survey Agency for continuation of the operation in the subsequent quarter of the year.

## **22 Period of Assignment**

**22.1** Upon selection of the suitable Survey Agency, the Assignment shall be valid and continue for a period of 30 Days and can be extended by BSCL at its own discretion. However, upon completion of every quarterly of operation, the BSCL shall have exclusive and irrevocable right to review the performance of the selected Survey Agency for continuation of the operation in the subsequent quarter of the year.

## **23 Termination**

**23.1** If in the view of BSCL, the performance of selected Survey Agency is not satisfactory/ the survey agency has failed to safeguard the interest of BSCL, BSCL may at its sole discretion, terminate the engagement by providing notice of at least seven (7) calendar days in writing of the survey agency. BSCL, in doing so, shall intimate the firm in written with its termination letter. The decision of BSCL in this matter shall be final and binding.

## **24 Final Decision-Making Authority**

**24.1** BSCL reserves the right to accept or reject any application and to annul the process and reject all applications at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for such action

## **25 Confidentiality**

**25.1** An Applicant shall treat all the information, records, reports, technical data, contracts, agreements, maps, drawings and any other documents provided to them under this RFP process if gets selected and upon signing of the Contract Agreement for performing their responsibilities and obligations as confidential. An undertaking in this regard would require to be submitted by the selected Survey Agency at the time of signing of the Contract Agreement.

## **26 Jurisdiction**

**26.1** All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, India and will be governed by the laws of India.

## **27 Default of Service**

**27.1** Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of Services would be treated as default of service of the selected Firm. Upon default of service, the BSCL would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, the BSCL would also have the right to terminate the agreement with the selected firm.

## 28 Proprietary Data

**28.1** All documents and other information provided by BSCL or submitted by the bidder to BSCL shall remain or become the property of BSCL. The bidders are to treat all information as strictly confidential. The BSCL will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to BSCL in relation to the Consultancy shall be the property of BSCL. Notwithstanding anything to the contrary in this Agreement, BSCL will retain all right, title and interest in and to all know-how, methodologies, processes, technologies or algorithms used in providing the Services which are based on trade secrets or proprietary information of BSCL.

## 29 Submission Requirement

**29.1** The Agencies shall provide evidence to BSCL of their eligibility and their capability and adequacy of resources to carry out the services, which should be supported by Client certificate/ work order.

**29.2** The following forms to be submitted mandatorily as a part of Technical Proposal:

- Appendix-I, Covering Letter
- Demand Draft towards Bid Document Fee (Rs. 600) in favour of Chief Executive Officer, Bhubaneswar Smart City Ltd. Payable at Bhubaneswar.
- Demand Draft towards Bid-Security (Rs. 5000) in favour of Chief Executive Officer, Bhubaneswar Smart City Ltd. Payable at Bhubaneswar.
- **Schedule 'A'** – Information of Applicants
- **schedule 'B'** – Power of Attorney for signing of the Bid
- **Schedule 'C'** – Format for Applicant's Experience of Relevant Projects
- **Schedule 'D'** – Financial Proposal
- It is accompanied by the Power of Attorney towards Authorized Signatory for signing of the Bid.
- Establishment certificate issued by ULBs in case of sole proprietor.
- Last three years of Financial/ Audit report certified by Chartered Accountant and countersigned by Authorized Person of the Organization/agency.

## 30 Post RFP Process

**30.1** BSCL will issue a LOA to the Selected Agency and the Selected Bidder must sign and return a Duplicate copy of LOA back to BSCL within 7 (seven) days of receiving the LOA.

**30.2** The Selected Bidder shall submit a performance security within 7 (seven) days of the issue of the LOA. The Performance security will be 10% of the total contract value.

## 31 Language

**31.1** The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this RFP document.

**Covering Letter**

(On the Letter head of the agency/ organization)

To,

Date:

Chief Executive Officer (CEO)  
Bhubaneswar Smart City Limited (BSCL)  
Block-1, 5<sup>th</sup>Floor, BMC- Bhawani Mall  
Saheed Nagar, Bhubaneswar–751007

Sub: **Selection of Survey Agency for Conducting Total Station Survey, Demarcation of Roads and Final Plots at Proposed Locations under CITIIS Programme, Bhubaneswar Smart City Limited (BSCL)**

Dear Sir,

Having examined the advertisement and application form including guidelines for submission, scope of work etc., we here by submit all the necessary information and relevant documents for our Selection of Survey Agency for Conducting Total Station Survey, Demarcation of Roads and Final Plots at Proposed Locations under CITIIS Programme.

We understand that BSCL reserves the right to reject any application without assigning any reason thereof.

**(Signature of Authorized Person with seal)**

Date:

**Information of Applicants**

Name of the Applicant (In full): .....

Name & Address of the Authorized Person: .....

(Power of Attorney to be furnished)

Address: .....

Telephone no: .....

E-mail address: .....

Year of incorporation: .....

(Certificate of Registration to be furnished)

Details of PAN: .....

(Copy of PAN Card to be furnished)

Details of GST Registration No.: .....

(Copy of GST to be furnished)

Annual Turnover: FY 2017-18: .....

FY 2018-19: .....

FY 2019-20: .....

(CA Certificate on Annual Turnover along with audited financial statements to be furnished)

Total years of Experience (Min 5 Years): .....

(Supporting documents to be submitted)

Details of Proposed GIS experts -

(Supporting document & CV to be submitted)

**(Signature of Authorized Person)**

Date:



**POWER OF ATTORNEY**

Know all men by these presents, we, \_\_\_\_\_(name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. \_\_\_\_\_(name & residential address)who is presently employed with us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the "**Authorized Representative**") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for " \_\_\_\_\_"[name of project] in response to the RFP floated by the BSCL including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the BSCL, representing us in all matters before the BSCL, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the BSCL in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the BSCL, and, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF, 2020

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized

Accepted

(Signature, name, designation and address of the Attorney)



**Notes:**

- 1) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common stamp affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
- 2) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.



**Schedule 'C'****Format for Applicant's Experience of Relevant Projects**

1.	Name of the Firm	
2.	Project Title	
3.	Project Description	
4.	Location	
5.	Name of Client	
6.	Detailed Description of the Project	
7.	Nature & Type of Service rendered by the Applicant. (Project area to be indicated)	
8.	Period of Services rendered by the Applicant (Start date and End date)	
9.	Consultancy Fees of the Applicant (In Indian Rupees)	
10.	Name of the Consortium firm, if applicable (along with share of each firms)	
11.	Present Status of the Project	
12.	Other Information relating to Project	

\*Note: Copy of Work Order, Client Satisfaction Certificate and CA Certificate should be furnished for each of the above projects. These documents shall be mandatory for considering the Project as part of fulfillment of eligibility criteria. (Area of survey to be clearly indicated in the supporting documents)

**(Signature of Authorized Person)**

Date:

**FINANCIAL PROPOSAL**

To,

The  
**Chief Executive Officer (CEO)**  
Bhubaneswar Smart City Limited  
Block-I, 5<sup>th</sup> Floor, BMC Bhawani Mall,  
Saheed Nagar, Bhubaneswar - 751 007

Sub: RFP for "Selection of Survey Agency for Conducting Total Station Survey, Demarcation of Roads and Final Plots at Proposed Locations under CITIIS Programme, Bhubaneswar Smart City Limited (BSCL)".

Dear Sir,

We, the undersigned, offer to provide the consulting services as Survey Agency for the above subject in accordance with your RFP. Our lump sum per acre financial quotation is Rs..... (Rupees -----). (Amount in words and figure) This amount is exclusive of GST and other applicable taxes.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up-to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

Signature of Applicant

Name: -

Date:

Place: