



**BHUBANESWAR DEVELOPMENT AUTHORITY**

**REQUEST FOR PROPOSAL**

**FOR**

**SELECTION OF SURVEY AGENCY FOR SURVEY AND COLLECTION OF  
LAND RECORDS OF LAND MEASURING AN AREA OF 338.65 HA.**

**(approx.) FOR IMPLEMENTATION OF**

**LOCAL DEVELOPMENT PLAN**

**BY BHUBANESWAR DEVELOPMENT AUTHORITY (BDA)**

**UNDER AMRUT MISSION**

**BHUBANESWAR DEVELOPMENT AUTHORITY  
AKASH SHOVA BUILDING, SACHIVALAYA MARG  
BHUBANESWAR – 751001, ODISHA**

## **SCHEDULE OF BID PROCESS**

Period of availability of RFP document: **25.08.2020 to 25.09.2020**

(Downloadable from website: [www.bda.gov.in](http://www.bda.gov.in))

Pre bid meeting

**02.09.2020 at 4.30 PM**

Conference Room, 1<sup>st</sup> Floor,  
Bhubaneswar Development Authority  
Akash Shova Building,  
Sachivalaya Marg Bhubaneswar-751001

Last date for receipt of proposals: **25.09.2020 till 3.00 P.M**

(Through Speed Post / Registered post /  
Courier only.)

Place of submission of proposals: **Planning Member**

**Bhubaneswar Development Authority**  
Akash Shova Building,  
Sachivalaya Marg, Bhubaneswar-751 001

Date and Time of Technical

Proposal opening: **25.09.2020 at 4.30 P.M**

## 1. BACKGROUND

Bhubaneswar Development Authority (BDA) is a Development Authority constituted under the provisions of Odisha Development Authorities Act, 1982 (amended 2015). The Bhubaneswar Development Authority (BDA), has the statutory powers to prepare various Development Plans, Development schemes and Town Planning Schemes (TPS) under the provisions of aforesaid Act. BDA has prepared and notified a Comprehensive Development Plan (CDP) in the year 2010, which is in operation.

The BDA area (1110 Sq.km) consists of Bhubaneswar Municipal Corporation, Khordha and Jatani municipalities, Pipili NAC and adjoining rural areas. The CDP of Bhubaneswar (420 Sq.Km), proposes a projected population of 30,00,000 for BDA area and 20,00,000 for BMC area. The population of BMC area (186 Sq.km) was 6,58,220 and 8,40,834 in 2001 and 2011 respectively, as per Census data.

The Ministry of Housing and Urban Affairs (MoHUA), Government of India has selected 25 cities under the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) sub-scheme of "Pilot on Formulation of Local Area Plan (LAP) and Town Planning Scheme (TPS)". Bhubaneswar is one of the identified city under the Sub-Scheme. **The equivalent statutory provision of Local Area Plan is termed as "Local Development Plan" in the ODA (Amendment) Act, 2015.**

**In the aforesaid context of the pilot scheme, BDA intends to prepare Local Development Plan (LDP) which shall adhere to the aforementioned scheme guidelines of Ministry of Housing and Urban Affairs (MoHUA), Government of India and as per the provisions of section 10A of Odisha Development Authorities Act, 1982 (amended 2015).**

For this purpose, BDA is willing to engage a Survey Agency for undertaking Total Station Survey of the selected site and Data Collection pertaining to land records along with authentication of the same.

## 2. THE PROPOSED AREA

The proposed area selected for Local Development Plan (LDP) under the AMRUT sub-scheme of "Pilot on Formulation of Local Area Plan and Town Planning Scheme" is located in the **Old Bhubaneswar** having an area of 338.65 Hectare (Appendix D) comprising of parts of Gautamnagar, Bhubaneswar and Rajarani mouzas (revenue villages).

The proposed Local Development Plan (LDP) encompasses the core and central heritage zone and parts of outer heritage zone of the Ekamra Khestra Special Heritage Zone demarcated in the Comprehensive Development Plan of Bhubaneswar which is dotted with numerous monuments and heritage buildings. There are 22 Centrally Protected Monuments, numerous State protected and un-protected monuments, mathas, dharmasalas, sacred water bodies as well as the traditional communities of priests and craftsmen within the proposed area. The area within the delineated boundary has been developed organically with narrow roads and unplanned developments.

The north boundary of the proposed LDP is defined by the Rajmahal Sq- Kalpana Sq. stretch of Rajpath. The west boundary is defined by the E.Co. Railway line and the east boundary is defined partly by the Daya West Canal and partly by Puri-Cuttack road. The boundary towards south is defined by the Mahatab road. Following table provides an insight into the administrative areas coming within the proposed LDP area.

<b>Table No. 1 : Revenue Villages</b>	
<b>Names</b>	<b>Approximate Area (in Ha.)</b>
Gautamnagar (part)	224.22
Bhubaneswar (part)	88.85
Rajarani (part)	25.58
<b>Total</b>	<b>338.65</b>

<b>Table No. 2 : BMC Wards</b>	
<b>Names</b>	<b>Approximate Area (in Ha.)</b>
Ward No.55 (part)	103.75
Ward No.58 (part)	24.34
Ward No.59 (part)	8.08
Ward No.54	75.07
Ward No.60	127.41
<b>Total</b>	<b>338.65</b>

### **3. PROJECT OBJECTIVE**

BDA proposes through this RFP for selection of reputed agencies for undertaking DGPS and Total Station Survey of the selected site and data collection pertaining to land records along with authentication of the data collected. The survey shall also record plot and building level existing use and number of floors of each building.

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 for "Formulation of GIS based Master Plan for AMRUT Cities" by Ministry of Urban Development (MoUD), Government of India.

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 the attributes, as given in "Clause-6: Indicative scope of services for survey work".

#### 4. ELIGIBILITY CRITERIA

4.1. For participating in this RFP process, the Applicant would require to comply with the following criteria:

- The firm shall be:
  - Must be a Firm registered/incorporated in India (a single Company / partnership firm/ LLP/ Sole Proprietorship firm, etc. registered under relevant Acts).
  - No consortium of firms are allowed to participate in this bid process and any bid received from consortium of firms shall be summarily rejected.
  - 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.
  
- **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 500 acres. The firm shall have adequate on-field and technical manpower for completion of the survey and submission as per prescribed timeline. The firm shall have adequate GIS experts for preparation of GIS based maps from the survey data within specified timeline having qualification and experience as below: -

<b>Key Personnel</b>	<b>Educational Qualification</b>	<b>Length of Professional Experience</b>	<b>Experience on eligible assignments</b>
GIS & CAD Expert	Diploma or Degree in GIS /Geomatics Engineering	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

- **Turnover criteria** : Average Annual Turnover Rs.5 Crores during the last three financial years(i.e. FY 2016-17, FY 2017-18 and FY 2018-19)

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 :

- a. Made a false representation in the form, statement and attachments required in the proposal submission documents;
- b. Record of poor performance such as abandoning work, not completing contract properly, financial failures or delayed completion, and,
- c. 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. **SELECTION PROCEDURE**

The broad stages for selection of the Survey Agency constitutes as under.

- a)** Invitation of Request for Proposal (RFP) in the form of Technical & Financial Proposal: BDA invites the application from prospective bidders to submit their proposal in order to participate in the bidding process in two separate sealed envelopes;

One envelop shall have the Technical Bid (required documents as per RFP) and the other envelope shall contain Financial Offer for the Assignment.

- b) 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, BDA 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.

- c) Letter of Award and Signing of Agreement:** After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BDA 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 BDA and the next eligible agency may be considered for the project.
- d) 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.
- e) 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, BDA may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by BDA.
- f) Performance Security:** After issue of Letter of Award (LoA) the selected consultant shall deposit to BDA an amount 10% of the value of the work order as performance security within 7 days from the issuance of LoA. The terms and conditions, validity etc. of the performance security will be detailed in the LoA.



## **6. INDICATIVE SCOPE OF SERVICES FOR SURVEY WORK**

### **6.1. Survey and collection of Field Data:**

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

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 the proposed Local Development Plan area;
2. The land survey should be done along the boundary including the total right of way of the roads adjacent to the site boundary, indicating all necessary details;
3. DGPS survey shall be used for generation of Ground Control Points (GCPs). The Total Station Survey data shall be duly geo-referenced using GCPs collected by dual frequency DGPS receivers.
4. A permanent station shall be established which can be used as a reference station, preferably in the central part of the site or any other part of the site as decided by BDA. A cement concrete structure of 2 ft x 2 ft x 2ft shall be made and a brass plate marked with dot and circle shall be embedded on the top of the monument (Monumented Reference station).

The reference station and GCPs shall be reflected in the Base maps with appropriate indexation.

5. The Survey shall include.—
  - a. Measurement of each Survey No./ Block No./ City Survey No. at site with procession details;
  - b. Boundary of each property/plot along with use of the plot;

- c. Survey and mapping of building foot-print along with floor-wise building information, i.e. no. of floors, floor wise use of building, ownership/ tenancy.
- d. outer boundary wall of all heritage building compound;
- e. mapping of boundary of all types of roads i.e. National Highway, State Highway, Districts Road, internal approach road of society (access road to individual buildings), private roads, all internal lanes, pedestrian pathway, etc. and roads as specified in Design and Standards prescribed for "Formulation of GIS based Master Plan for AMRUT Cities";
- f. All features within the RoW of roads, such as median, traffic islands, traffic posts, traffic lights, bus stops, street signages, signages related to monuments, footpath, landscaped area, etc.;
- g. Mapping of all natural features like lake, pond, water tanks, wells, canal, drainage channels, wetlands, hills/ hillocks, etc.;
- h. Mapping of parks, playgrounds, organized open spaces, trees;
- i. Mapping of all physical infrastructure with location and boundary of Infrastructural facility such as.—
  - drainage network, storm water network, manholes, drainage pumping station,
  - water supply network, elevated service reservoir (ESR), underground reservoir (UGR), pumping stations, water treatment plant,
  - sewerage network, manholes, sewerage pumping station, sewerage treatment plant,
  - HT and EHT line and towers, LT electricity network with poles (either underground or overhead), substations, transformers,
  - Telecom infrastructure, telephone poles/line, mobile towers (Ground base towers / Rooftop towers/ Rooftop poles),
  - gas pipeline network;

- j. Operational Construction such as canal network, Railway line, etc. with all types of cross drainage works;
- k. Buildings related to railway station, bus station, religious buildings, cemetery, burial ground/place, hospital, fire station, police station, school, college, recreational buildings like community hall. etc;
- l. Plot-wise and floor-wise building information (use of plot and building, height of building, age of building, condition of building, ownership/tenancy);
- m. existing slum boundary, open spaces within slum area, schools, Anganwadi, primary health centres, etc. located within slum area;
- n. Collection of latest data regarding existing road network infrastructure facilities, Canal-Railway-electricity network with respect to alignment with sketch/drawings/measurements from the concerned department;
- o. Generation of contour maps at 0.5 meter interval;
- p. 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.
- q. any others mutually agreed information on written direction of BDA;
- r. 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.

**6.2. Maps/information related to revenue record, duly prepared after reconciliation process:**

1. **Reconciliation of survey data with land records:** After completion of the survey and preparation of drawing in AutoCAD and GIS, the reconciliation work shall be carried out. The agency shall collect all the relevant and up-to-date land records, such as revenue sheets of latest settlement year, RoR information, certified case-records, trace maps, land acquisition records from the respective

departments. As part of reconciliation process, drawing in the scale of 1:400 or 1:1000 of each survey number shall be prepared and compared with Tehsil record, after which a final drawing shall be prepared which shall clearly indicate discrepancies between present situation and Tehsil records. All fees for procuring the documents shall be borne by the consultant.

2. **Plot wise area statement of reconciled land record:** The consultant shall prepare an area statement which includes the area as per survey and area as per Tehsil record in the format finalized by BDA. The information shall be included as GIS attribute column of GIS .shp file of plots.
3. **Ownership and Kisam information:** All ROR information shall be collected including ownership (Government, Government reserved, Private, Forest, Temple/Trustee, etc.), address of land owners within the site area, Kisam.

All records shall be verified from the concerned revenue office. Along with ownership and kisam information in GIS format, the detail ownership record shall also be submitted in tabular format.

4. **Benchmark Value:** Collection of Benchmark value of each plot within the site area from respective office. The values shall be included as an attribute column in the GIS .shp file of the plots.

## **7. DELIVERABLES:-**

### **7.1. Stage 1: Submission of 'Draft' Survey maps and reports for Verification by BDA:**

1. After completion of the Total Station Survey and reconciliation of survey data with revenue records (prior to submission of the complete sets of hard and soft copy of base map and plot wise statement), the consultant shall make presentations before BDA on a date agreed by BDA. BDA may review the deliverables and if required ask for requisite correction and for repeat presentation.

2. After, being satisfied of the compliance of all requirements given under the scope of services, the consultant shall be asked to submit one soft copy for verification by BDA. The soft copy shall include the followings.—

- a. **TASK-1: Total Station Survey data:** TS survey data shall be submitted with all existing features (layer-wise) as given under Clause 6.1.

**Soft Copy Format:** AUTOCAD FILE (Layers shall duly indexed and legend for each feature shall be provided)

- b. **TASK-2: Base Map and Statement of Use/structure details:** Base map and plot wise statement indicating all the plots, use of plots, existing structures, number of floors, use of building, physical infrastructure, natural features, slums, as per the format approved by BDA.

**Soft Copy Format:**

MS EXCEL/WORD — Plot wise Statement

GIS (.SHP FILE) FORMAT –incorporation of TS survey data as specified in the scope of work in form of GIS (.shp) files and in the attribute table as per Design and Standards prescribed for “Formulation of GIS based Master Plan for AMRUT Cities” with symbology files. GIS Maps shall also be submitted as ArcGIS Map Package. The information shall be in form of polygon/line/point feature depending on the nature of information and as approved by BDA.

PDF —Base Map (showing building foot prints, plots, roads, and other data as specified in the scope of work) /Plot wise Statement

- c. **TASK 3: Statement of ownership and land records:** Statement of plot wise ownership records, Kisam, address of plot owners and benchmark value and reconciled data, as per the format approved by BDA.

**Soft Copy Format:**

MS EXCEL/WORD — Plot wise Statement

GIS (.SHP FILE) FORMAT –incorporation of land records (ownership, Kisam, address of plot owners and benchmark value) in GIS attribute table with symbology files. The ownership and Kisam map shall be submitted in form of ArcGIS Map Package

AUTOCAD: Reconciliation of survey data with land records

PDF — Plot wise Statement and reconciled map in the scale of 1:400 or 1:1000

d. **TASK 4: Contour Map:** Contour maps at 0.5 meter interval

**Soft Copy Format:** GIS (.SHP FILE) FORMAT AND PDF

3. After verification of the soft copy and after all provisions required from the survey is complied with, in the soft copy version to the satisfaction of BDA, the consultant shall be asked to submit one set of hard copy (with one set of revised soft copy) deliverables of Draft Base Map and Reports. The Maps shall be in colour with legend clearly showing all features.

a. **TASK-5: Hard/soft copy submission of deliverables under Task-1 to 4**

- Hard copy of the Base Map shall be in scale of 1:8000 and 1:2000.
- Plot wise statement in form of report indicating all the plots, use of plots, existing structures, number of floors, use of building.
- Plot wise statement in form of report indicating ownership records, Kisam, address of plot owners and benchmark value and reconciled data, as per the format approved by BDA.
- Plot wise Ownership and Kisam map, each in the scale of 1:2000
- Contour maps at 0.5 meter interval in scale of 1: 1:8000 and 1:2000.
- one set of revised soft copy as specified at TASK-1 to 4.

- Where, scale is not specified for any map or any confusion arises in respect of format of the soft copy, then the consultant shall take prior approval of BDA before submission of the deliverables.

**7.2. Stage 2: Submission of Final Soft and Hard Copy:**

- TASK 6: Submission of Final Soft and Hard Copy:** After verification of the quality of submitted hard copy, drawing scale and legibility of information in the hard copy and considering any modification/improvements specified by BDA, the selected agency shall be asked (with/without any modification) to submit the final soft (6 sets) and hard copies (2 Sets) of deliverables as finalized by BDA specified at Task 1 to 5 above.
- The consultant shall make a presentation regarding compliance of the suggested modification/improvement and compliance of the submission requirement.

**8. PAYMENT STRUCTURE, TIMELINE AND PENALTIES:-**

**8.1. The payment structure and timeline shall be as follows.—:**

<b>Stage wise payment structure and timeline:</b>			
Sl. No.	STAGE	Timelines for completion	% of Total Fee
1	Stage-I	2.5 months from the date of signing of agreement	60%
2	Stage-II	3 month from the date of signing of agreement	40%

<b>Task wise payment structure distribution:</b>			
Sl. No.	TASKS		% of Total Fee
	Task	brief description of the task	
(i)	Task-1:	TS survey data – <i>Soft copy submission</i>	5%
(ii)	Task-2	Base map and plot wise statement (use, building foot print, etc) – <i>Soft copy submission</i>	25%

(iii)	Task-3	Statement of ownership and land records – <i>Soft copy submission</i>	15%
(iv)	Task-4	Contour Map – <i>Soft copy submission</i>	5%
(v)	Task-5	Hard/soft copy submission of deliverables under Task-1 to 4	10%
(i)	Task-6	Submission of Final Soft and Hard Copy	40%

## 8.2. Penalty for Default:

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 at each stage for delay of submission of report beyond 4 weeks.
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 BDA would reserve the right to terminate the agreement with the selected consultant.
3. The selected consultant shall not be liable to a penalty for the time taken for the approval or giving comments by BDA or any external competent authority.

## 9. SUBMISSION REQUIREMENT

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**



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.

**Envelope A- Technical Proposal**

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.11,200/- (including GST) in the form of Demand Draft payable in favour of "**Bhubaneswar Development Authority**" payable at "**Bhubaneswar**" drawn on any nationalized bank/ scheduled commercial bank.
- b) Refundable Earnest Money deposit of Rs. 1,00,000/- (Rupees One lakh only) as bid security in the form of Demand Draft payable in favour of "**Bhubaneswar Development Authority**" payable at "**Bhubaneswar**" drawn on any nationalized bank/ scheduled commercial bank.
- c) Covering Letter;
- d) Information of Applicants as per **Appendix 'A'** along with all supporting documents;
- e) Information on relevant Project Experience **Appendix '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 2016-17, FY 2017-18 and FY 2018-19.
- h) Copy of PAN Card and GST Registration Certificate allotted to the applicant.

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.

## **Envelope B- Financial Proposal**

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 **Appendix C**. In the event of any variation of land area, the payment shall be adjusted on pro-rata basis.

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.

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 SELECTION OF SURVEY AGENCY FOR SURVEY AND  
COLLECTION OF LAND RECORDS OF LAND MEASURING AN AREA OF 338.65 HA.  
(approx.) FOR IMPLEMENTATION OF LOCAL DEVELOPMENT PLAN BY  
BHUBANESWAR DEVELOPMENT AUTHORITY (BDA) UNDER AMRUT MISSION”**

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.

The Proposal shall be addressed to BDA, Bhubaneswar at the following address:

**The Planning Member  
Bhubaneswar Development Authority  
Akash Shova Building, Sachivalaya Marg  
Bhubaneswar – 751 001**

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

## 10. PRE-BID MEETING

Bidders requiring any clarification on the selection process may send their queries to BDA in writing before one day prior to the Pre-bid Meeting. The envelopes containing the queries shall clearly bear the following identification:

**QUERIES FOR "FOR SELECTION OF SURVEY AGENCY FOR SURVEY AND COLLECTION OF LAND RECORDS OF LAND MEASURING AN AREA OF 338.65 HA. (approx.) FOR IMPLEMENTATION OF LOCAL DEVELOPMENT PLAN BY BHUBANESWAR DEVELOPMENT AUTHORITY (BDA) UNDER AMRUT MISSION"**

The queries shall be sent before the pre-bid meeting to [sambitshovan.bda@gmail.com](mailto:sambitshovan.bda@gmail.com) or addressed in written form to:

**The Planning Member  
Bhubaneswar Development Authority  
Akash Shova Building, Sachivalaya Marg  
Bhubaneswar-751001**

- **Date and Time for Pre-bid Meeting**

The pre-bid Meeting will be held in the Conference Hall of BDA at the above mentioned time and date on the Cover page titled Schedule of Bid Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-bid meeting and technical/ financial openings for the said project.

BDA shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The responses shall be uploaded in BDA website. However, BDA 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 BDA to respond to any question or to provide any clarification.

- 11. SUBMISSION OF PROPOSAL:** Firms shall send their proposals to BDA at the address mentioned in the RFP through registered post/speed post/courier only. Drop box facility is not available.
- 12. VALIDITY OF PROPOSAL:** Proposal shall remain valid for 180 days after the last date of receipt of proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.
- 13. LANGUAGE OF APPLICATION:** The language of the Application as well as the supporting documents shall be in English.
- 14. NUMBER OF PROPOSALS:** An Applicant (single legal entity) is eligible to submit only one Proposal. Consortium of firms are not allowed to participate in bid and shall be rejected.

**15. PROPOSAL SUBMISSION DATE**

Proposals submitted in all respect must reach BDA at the specified address on the scheduled date through Speed / Regd. Post or Courier (no drop box facility shall be available for submission). If the specified date for the submission of Proposal is declared as a holiday for BDA, Bhubaneswar, the Proposal will be received up to the appointed time on the next working day.

- 16. LATE SUBMISSION:** RFP received after the deadline for submission prescribed by the BDA will be rejected.
- 17. MODIFICATIONS AND WITHDRAWAL OF PROPOSAL:** No modifications in the Proposals shall be allowed once it is received by the BDA, Bhubaneswar.

**18. PERIOD OF THE ASSIGNMENT**

Upon selection of the suitable Survey Agency, the Assignment shall be valid and continue for a period of 1 (One) year and can be extended by BDA at its own discretion. However, upon completion of every quarterly of operation, the BDA 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.

#### **19. TERMINATION**

If in the view of BDA, the performance of selected Survey Agency is not satisfactory/ the survey agency has failed to safeguard the interest of BDA, BDA may at its sole discretion, terminate the engagement of the survey agency. BDA, in doing so, shall intimate the firm in written with its termination letter. The decision of BDA in this matter shall be final and binding.

#### **20. FINAL DECISION MAKING AUTHORITY**

BDA 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.

#### **21. CONFIDENTIALITY**

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 Applicant at the time of signing of the Contract Agreement.

**22. JURISDICTION:** 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.

#### **23. DEFAULT OF SERVICE**

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 BDA would reserve the right to forfeit the

Performance Security and the payment outstanding for the said job. In addition, the BDA would also have the right to terminate the agreement with the selected firm.

#### **24. PROPRIETARY DATA**

All documents and other information provided by BDA or submitted by the bidder to BDA shall remain or become the property of BDA. The bidders are to treat all information as strictly confidential. The BDA will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to BDA in relation to the Consultancy shall be the property of BDA.

## Covering Letter

To

**The Planning Member  
Bhubaneswar Development Authority  
Akash Shova Building, Sachivalaya Marg  
Bhubaneswar - 751 001**

**NAME OF PROJECT: Selection of Survey Agency for Survey and Collection of Land Records of Land measuring of an area of 338.65 Ha. (Approx.) for Implementation of Local Development Plan by Bhubaneswar Development Authority (BDA) under AMRUT Mission**

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by BDA. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP.

We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We are enclosing Document Purchase Fee of Rs.11, 200/- (including GST) in the form of Demand Draft/ Pay Order (DD/ PO no. ----- dated ----- drawn on -----) in favour of "Bhubaneswar Development Authority" payable at "Bhubaneswar".

We are also enclosing EMD of Rs.1,00,000/- in the form of Demand Draft/ Pay Order (DD/ PO no. ----- dated ----- drawn on -----) in favour of "Bhubaneswar Development Authority" payable at "Bhubaneswar"

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that BDA reserves the right to reject any application without assigning any reason thereof.

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

**(Signature of Authorized Person)**

Date:

**Enclosures:**

- 1.
- 2.



**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 2016-17: .....

FY 2017-18: .....

FY 2018-19: .....

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

Total years of Experience (as per requirement): .....

**(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 BDA 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 BDA, representing us in all matters before the BDA, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the BDA 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 BDA, 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.

**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 Appointment Letters and Client Certificate / 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.

**(Signature of Authorized Person)**

Date:

**FINANCIAL PROPOSAL**

To,

**The Planning Member  
Bhubaneswar Development Authority  
Akash Shova Building, Sachivalaya Marg  
Bhubaneswar - 751 001**

**NAME OF PROJECT: Selection of Survey Agency for Survey and Collection of Land Records of Land Measuring an Area of 338.65 Ha. (Approx.) For Implementation of Local Development Plan by Bhubaneswar Development Authority (BDA) under AMRUT Mission**

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:

