



BHUBANESWAR DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSAL

FOR

**SELECTION OF SURVEY AGENCY FOR SURVEY, COLLECTION OF LAND RECORDS
AND DEMARCATION OF ROADS & FINAL PLOTS OF LAND MEASURING AN
AREA OF 362.97 HA. (approx.) FOR IMPLEMENTATION OF TOWN PLANNING
SCHEME BY BHUBANESWAR DEVELOPMENT AUTHORITY (BDA)**

Bhubaneswar Development Authority
Akash Shova Building, Pandit Jawaharlal Nehru 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)

Pre bid meeting

02.09.2020 at 4.00 PM

Conference Room, 1st Floor,

Bhubaneswar Development Authority

AkashShobha 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 Shobha Building,

Sachivalaya Marg Bhubaneswar-751 001

Date and Time of Technical

Proposal opening:

25.09.2020 at 4.00 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.

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 for the horizon year 2030. 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 and Town Planning Scheme”. Bhubaneswar is one of the identified cities under the Sub-Scheme. It is proposed that planned urban development in BDPA area will be taken up through execution of Town Planning Schemes in accordance with provisions given in Chapter-VI of Orissa Development Authority Act, 1982 and Rules made thereunder for the land falling under development area, for which CDP was prepared and approved by the Government of Odisha.

For implementation of the town planning scheme Survey of the land and reconciliation of the surveyed land along with the revenue records is prime and basic necessity. In accord, BDA proposes through this RFP for participation of reputed agencies for the Total Station Survey of the land, Data Collection and Demarcation of Roads and Final plots pertaining to land records along with authentication of the selected site for implementation of Town Planning Schemes in Bhubaneswar Development Planned area.

2. The Proposed Area

Bhubaneswar Development Authority under Atal Mission for Rejuvenation and Urban Transformation (AMRUT) sub-scheme of “Pilot on Formulation of Local Area Plan and Town Planning Scheme” BDA has selected a site measuring an area of approximately 362.97 Ha (Appendix B) for implementation of Town Planning Scheme. The proposed Scheme covering Baragada and Bankuala village, located along the newly developed Cuttack-Puri bypass road which is also a part of proposed Ring Road, located at the outskirts of Bhubaneswar.

The total 362.97Ha (approx.) of land covers the following mouzas:

Sl. No.	Mouza	No of Plots as per settlement map	Approximate Area (in Ha.)
1	Baragada	2515	209.66
2	Bankual	690	153.31
	Total	3205	362.97 Ha.

3. Project Objective

BDA 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.

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 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:

- 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).
 - 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 and CAD experts for preparation of GIS based maps from the survey data within specified timeline having qualification and experience as below: -

Key Personnel	Educational Qualification	Length of Professional Experience	Experience on eligible assignments
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. Consortium of Members

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

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 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 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:

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 TP Scheme area;
2. The land survey should be done along the boundary including adjacent two survey no./ Block No. indicating all necessary details;
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.
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.
5. 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 i.e. National Highway, State Highway, Districts Road, Village Road, Internal Approach Road of Society, Cart Road, and Private Road etc;
 - c. Mapping of total village Boundary area i.e. Baragada and Bankuala village
 - d. Boundary area of village Mapping of all natural features like River, Pond, Lake, Hill, Canal, Wetlands, Hills/hillocks, etc;
 - e. Mapping of parks, playgrounds, organized open spaces, trees
 - f. Mapping of all physical infrastructure with Location and boundary of Infrastructural facility such as

- drainage network, Storm water 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,
- g. Operational Construction such as canal network, Railway line etc. with all types of cross drainage works;
 - h. Buildings related to Railway Station, Bus station, Airport, Harbor, heritage Building, Religious Buildings, Cemetery, Burial Ground/Place, Hospital, Fire Station, School, College , Recreation centre like Garden Play Ground, Community hall etc.
 - i. Operational Construction such as canal network, Railway line etc. with all types of cross drainage works
 - j. All types of construction and built up structures (approved /illegal/temporary/permanent) existing in each Survey no./Block No./C.T.S. No.
 - k. 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.
 - l. Collection of latest data for each plot including ownership, address of owner, area of plot.
 - m. Contour Survey for every 0.5 mtr. interval distance including level at 10.0 mtr interval distance with Graphic Method.
 - n. 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.

- o. Alignment of infrastructural facilities, operational construction etc. with all records including sketch/drawing/measurement from the concerned department.
- p. Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each survey no./Block No./C.T.S. No. by BDA
- q. Existing land Use for each Survey No./Block No./ C.T.S No.
- r. Base map with all details to be submitted in the scale of 1:8000 and 1:2000
- s. Authentication of Settlement Commissioner with respect to measurement, area and location of each Survey No. /Block No./ C.T.S. No.
- t. Submission of ownership records with address of land owners.
- u. 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:

- a) 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” with above mentioned details in scale 1:8000 and 1:2000
- b) Plot wise statement indicating all the existing structures, constructions and infrastructure facilities.
- c) Submission of a hard copy of the Base Map along with the Plot Wise statement.
- d) Submission of a soft copy of the Base Map (AutoCAD and GIS Format) and the Plot wise statement.

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

a) Comparison of the survey and data collected with the records of Revenue Department:

Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each Plot.

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.

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 as indicated in Appendix-A. The information shall be included as GIS attribute column of GIS .shp file of plots.

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.

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.

b) Submission of Final Base Map and Plot Wise Statement:

Considering the required changes, the selected agency shall submit the following:

- i. 3 nos. of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
- ii. 3 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 BDA.
- iv. List of record of the plots and owners as per the format approved by BDA.

c) Submission of the modified documents after authentication of the submitted Final Base Map by the Nodal Officer, BDA.

7.3 Stage III: 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

7.4 Stage IV: Road and Final Plot Demarcation work (stage as decided by BDA)

- 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 demarcated 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" x 0'-6") and base size (1'-6" x 0'-6" x 0'-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 BDA logo
- iv. Provision for labour for demarcation, digging of demarcation line, spreading of lime, pegging including cost of peg etc all complete for demarcation.

7.5 The selected agency shall also ensure the following:

- a. 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. 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.
- c. Agency should be liable for all type of expenditure required for survey like equipment, manpower, stationeries, records etc.
- d. All fees shall be paid by the selected agency for getting data / records from concerned department. This amount shall be reimbursed by BDA on submission of the bills for the said amount from the concerned departments.
- e. 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.
- f. 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

Stage I:

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.
2. Submission of one no. hard copy of the Base Map in scale of 1:8000 and 1:2000
3. Submission of one no. of hard copy of the Plot Wise statement

Stage II:

1. 3 nos. of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
2. 3 nos. of hardcopies of Plot wise Statement.
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)
4. List of record of the plots and owners as per the format as decided by BDA

5. After Authentication by the nodal officer, BDA, the survey agency need to submit the drawings with the required modification

Stage III :

After Authentication by the competent officer, Revenue Department, the survey agency needs to submit the following with the required modification:

1. 3 nos. of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
2. 3 nos. of hardcopies of Plot wise Statement.
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)
4. List of record of the plots and owners as per the format elaborated in as decided by BDA

Stage IV :

1. Survey Agency shall supply the demarcated stone maps/ drawings /Documents in soft copy in file format compatible to AutoCAD/ GIS / MS Office/Excel.
2. Soft Copy of Map (Autocad & GIS) showing demarcated stone locations on respective roads in Scale of 1:1000 verified with site condition with locational co-ordinates after getting approval of the same from the Valuation Officer, TP Scheme.

9. Modes of Payment

- a) 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
- b) 25% of the total payable amount will be paid after completion of stage II of scope of services and on submission of deliverables as per Stage II.

- c) 25% of the total payable amount will be paid after submission of the deliverables as per Stage III.
- d) 10% of the total payable amount will be paid after govt. approval on the Draft Town planning Scheme.
- e) 20% of the total payable amount will be paid after the completion of road and final plot demarcation work of Town planning Scheme as per Stage IV.

9.1 Penalty for Default:

- a. In the event of delay from Consultant side in stage wise execution of work specified in this contract / furnishing deliverables due to negligence or inefficiency 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.
- b. 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.
- c. 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.

10. 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.

A. 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.
- 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.
- 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 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.

B. 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 **Schedule '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 FOR SELECTION OF SURVEY AGENCY FOR SURVEY,
COLLECTION OF LAND RECORDS AND DEMARCATION OF ROADS & FINAL
PLOTS OF LAND MEASURING AN AREA OF 362.97 HA. (approx.) FOR
IMPLEMENTATION OF TOWN PLANNING SCHEME BY BHUBANESWAR
DEVELOPMENT AUTHORITY (BDA)"**

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).

11. Pre-bid Meeting

Bidders requiring any clarification on the selection process may send their queries to BDA in writing before 1 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,
COLLECTION OF LAND RECORDS AND DEMARCATION OF ROADS &
FINAL PLOTS OF LAND MEASURING AN AREA OF 362.97 HA. (approx.)
FOR IMPLEMENTATION OF TOWN PLANNING SCHEME BY
BHUBANESWAR DEVELOPMENT AUTHORITY (BDA)”**

The queries shall be sent before the pre-bid meeting to townplanning.pmu@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 Scheduled of Bidding 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 will be sent by fax or e-mail. 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.

12. Submission of Proposal

Firms shall send their proposals to BDA at the address mentioned in the RFP through registered post/speed post/courier only. Hand delivery is not allowed and drop box facility is not available.

13. Validity of Proposal

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.

14. Language of Application

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

15. Number of Proposals

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.

16. 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). Hand delivery of submission of the proposal shall not be accepted. 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.

17. Late Submission:

RFP received after the deadline for submission prescribed by the BDA will be rejected.

18. Modifications and Withdrawal of Proposal

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

19. Period of Assignment

Upon selection of the suitable Survey Agency, the Assignment shall be valid and continue for a period of 2 (two) 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

Town Planning Scheme No.-..... (Part Mouza: Name of the Mouza) Bhubaneswar Development Authority, Bhubaneswar													
The Odisha Development Authorities Act, 1982 and ODA Rules, 1983													
Statement of Ownership and Plot Area- (Name of the Mouza)													
Sl. No.	Revenue Plot No.	Khata No.	Kisam of Land	Name of the recorded Tenants	Status of Land Ownership		Area as per RoR		Measured Area as per Revenue Plot Boundary on Topographical Survey (Total Station survey)		Area adopted for TPS		Remarks & Justification
					Private / Public	In Acre	In Acre	In Sq. mt.	In Acre	In Sq. mt.	In Acre	In Sq. mt.	

Location Map



<p>Map No. 8: Key Plan showing the proposed TPS boundary over Satellite Imagery</p>	<p>Legend</p> <p> TPS Boundary</p>	<p>Proposed Area under Town Planning Scheme</p> <p>Total Area of TPS = 362.97 Ha</p> <p>0 200 400 600 Meters </p>
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To

The Planning Member

Bhubaneswar Development Authority

Akash Shobha Building, Sachivalaya Marg

Bhubaneswar - 751 001

NAME OF PROJECT: Selection of Survey Agency for Survey, Collection of Land Records and Demarcation of Roads & Final Plots of Land Measuring an area of 362.97 Ha. (Approx.) for Implementation of Town Planning Scheme by Bhubaneswar Development Authority (BDA)

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 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.

(Signature of Authorized Person)

Date:

FINANCIAL PROPOSAL

To,

The Planning Member
Bhubaneswar Development Authority
AkashShobha Building, Sachivalaya Marg
Bhubaneswar - 751 001

NAME OF PROJECT: Selection of Survey Agency for Survey, Collection of Land Records and Demarcation of Roads & Final Plots of Land Measuring an Area of 362.97 Ha. (Approx.) for Implementation of Town Planning Scheme by Bhubaneswar Development Authority (BDA)

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: