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# REQUEST FOR PROPOSAL

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For selection of Survey Agency to undertake detailed  
Topographical survey and prepare base map for Local Area Plan  
at Arhat Bazaar and Town Planning Scheme at Thano area in  
Dehradun



*Mussoorie Dehradun Development Authority (MDDA)*  
*Transport Nagar, Saharanpur Road, Dehradun – 248001*  
*Tel: 0135 – 6603100, Fax: 0135 – 6603103, Email: [info@mddaonline.in](mailto:info@mddaonline.in)*

## **Disclaimer**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to the Bidders, whether verbally or in documentary or any other form by or on behalf of MDDA or any of its employees or advisers, is provided to 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 MDDA 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 this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by MDDA in relation to the Survey work. 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 MDDA, 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.

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 Employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Employer, 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 \_ assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

MDDA also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

MDDA 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 MDDA is bound to select a Survey Agency or to appoint the Selected Survey Agency, as the case may be, for the Survey work and MDDA reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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 MDDA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and MDDA 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.

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## List of Abbreviations

<b>Acronym</b>	<b>Full Form</b>
AMRUT	Atal Mission for Rejuvenation and Urban Transformation
BM	Bench Mark
CAD	Computer Aided Design
CC	Completion Certificate
DA	Dearness Allowance
DGPS	Differential Global Positioning System
DSO	District Survey Office
EMD	Earnest Money Deposit
FY	Financial Year
GC	General Conditions
GIS	Geographic Information System
GPS	Global Positioning System
GST	Goods and Services Tax
GoI	Government of India
GTS	Great Trigonometrical Survey
Ha.	Hectare / Hectares
HR	Human Resources
JV	Joint Venture
LAP	Local Area Plan
LCS	Least Cost Selection
LoA	Letter of Award
MDDA	Mussoorie Dehradun Development Authority
MoHUA	Ministry of Housing and Urban Affairs
MoU	Memorandum of Understanding
OC	Occupation Certificate
PDD	Proposal Due Date
PSU	Public Sector Undertaking
PWD	Public Works Department
RoR	Records of Rights
RFP	Request for Proposal
RL	Remote Level
RoW	Right of Way
Rs.	(Indian National) Rupees
SC	Special Conditions
TA	Travel Allowance
TCPD	Town & Country Planning Department
ToR	Terms of Reference
TPS	Town Planning Scheme
UDD	Urban Development Directorate
UTM	Universal Transverse Mercator
WGS	World Geodetic System

## Section 1 – Letter of Invitation

To,

.....

***Project Name: To conduct detailed topographical survey and prepare base map for Local Area Plan at Arhat Bazaar and Town Planning Scheme at Thanu in MDDA area***

Dear Mr./Ms.: .....

Mussoorie Dehradun Development Authority (MDDA) invites Request for Proposal (RFP) for **‘Selection of Survey Agency to undertake detailed Topographical survey and prepare base map for Local Area Plan in Arhat Bazar and Town Planning Scheme in Thanu, Dehradun’** as per guidelines.

1. A Survey Agency will be selected as per procedures described in this RFP.
2. More details on the Services are provided in the Terms of Reference.
3. It is not permissible to transfer this invitation to any other firm.
4. **A successful Bidder will be selected under Least Cost Selection (LCS) method (provided they have scored min. 75 points or more in the Technical Evaluation) as prescribed in this RFP.**
5. The selection of Survey Agency shall be based on an evaluation by the MDDA, through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.
6. Bidders shall submit following documents along with their proposal:
  - a. Bid Document Fee
  - b. Bid Security Declaration
  - c. Power of attorney for authorised representative
  - d. Technical bid
  - e. Financial bid and forms as desired in the RFP
7. The Bid will be rejected in case the Bidder has submitted the conditional bid and/or the specifications of the terms to be supplied, are not complied with RFP.
8. The Bidder shall submit the proposal online through e-tendering website **[www.uktenders.gov.in](http://www.uktenders.gov.in)** on or before by the Date & Time indicated in RFP.
9. This RFP includes the following:
  - a. Section 1 – Letter of Invitation
  - b. Section 2 – Terms of Reference
  - c. Section 3 – Instructions to Bidders
  - d. Section 4 – Technical Proposal – Forms
  - e. Section 5 – Financial Proposal – Forms
10. MDDA reserves the right to accept or reject any or all proposals any time without being liable to anyone in anyway and without incurring any obligation to inform the affected Applicant/s of the grounds.

Vice Chairman  
Mussoorie Dehradun Development Authority (MDDA)

## Key Dates and Information

The MDDA would endeavour to adhere to the following schedule:

1.	Last Date & Time for submission of Proposal	3.00 P.M. on 23/07/2021 office of Vice Chairman, Mussoorie Dehradun Development Authority (MDDA), Transport Nagar, Saharanpur Road, Dehradun – 248001
2	Date and time of Opening of Technical Proposal	4.00 P.M. on 23/07/2021 or any other date as fixed by the MDDA
3	Date and Time of Opening of Financial Proposal	To be intimated to the Technical Qualified Bidder
4	Non-refundable Bid Document Fees	Rs 5000/- (Rupees Five Thousand Only), through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun
5	Bid Security Declaration in lieu of Earnest Money Deposit (EMD)	Bid Security Declaration Form in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA)
6	Validity of proposal	120 days
7	E-tendering website	<a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a>
8	Official website of MDDA	<a href="http://www.mddaonline.in">www.mddaonline.in</a>

## Section 2 – Terms of Reference

### I. Background

The Local area Plan (LAP) and Town Planning Scheme (TPS) are two microlevel planning and implementation mechanisms have been formulated under AMRUT (Atal Mission for Rejuvenation and Urban Transformation) to enable planning for developing infrastructure in brownfield areas and greenfield areas.

The 'Pilot on Formulation of Local area Plan (LAP) and Town Planning Scheme (TPS)' in selected 25 cities was launched by the Ministry of Housing and Urban Affairs (MoHUA), Govt of India under AMRUT in July 2018.

The goal of the pilot is to support the preparation of LAP and TPS on a pilot basis in identified 25 States/Cities and build local capacity for undertaking such tasks.

Dehradun is one of the cities selected for 'Pilot on Formulation of Local area Plan (LAP) and Town Planning Scheme (TPS)'. The implementation agency of this Pilot will be the Mussoorie Dehradun Development Authority (MDDA) (hereafter referred to as 'Client/MDDA').

Project Name	Locality Name	Area (app.) in Hectares
Local Area Plan (LAP)	Arhat Bazaar	415
Town Planning Scheme (TPS)	Thano	200

*Section 3 shows the maps for each of the above sites and their location in the city.*

*Note – The areas may be modified (increased or decreased) by the Client, as per the requirements of the Assignment. No surveys shall be carried out in restricted areas, including forest land. However, the Survey Agency shall clearly identify the boundaries of such restricted areas.*

Client reserves the right to modify/add areas to the maps indicated in this RFP document. The selected Survey Agency shall undertake the work for the modified area if required during the active period of contract, on the same financial terms and deliverable as agreed on the outcome of the tender process.

*Figure 1: Location of LAP and TPS sites*



*Figure 2: Extents of LAP and TPS sites*



**LAP Site – Arhat Bazaar covers an area of 415 Hectare**      **TPS Site – Thano covers an area of 200 Hectare**



## II. Objective

The main objective of the assignment is *base maps creation through undertaking DGPS and Topographic Surveys for LAP and TPS project areas and, from primary and secondary sources.* This is part of “Pilot on Formulation and Implementation of LAP and TPS<sup>1</sup>” under AMRUT sub-scheme by Ministry of Housing and Urban Affairs (MoHUA), Government of India.

The following tasks are envisioned as part of this objective:

1. Collect and collate the secondary information
2. Establish and fixation of ground control points (GPS Pillar) using DGPS
3. Detailed Topographic Surveys in LAP and TPS project areas
4. Map the traffic circulation patterns in LAP and TPS area through traffic and transport surveys at select intersections and mid-block level
5. Reconciliation and validation of boundaries and Land Records, along with certification by the competent authority as per standard practices for LAP and TPS surveys.

*Note: All survey information shall be prepared in CAD as well as GIS compatible formats (and versions as suggested by client).*

## III. Broad Scope of Services

The selected Survey Agency shall perform all tasks as necessary to fulfil the objective of the assignment. Any additional scope of work and/or extension of time shall be mutually agreed between Survey Agency and the Client.

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<sup>1</sup> [Guidelines for Pilot on Formulation and Implementation of LAP and TPS](#)

The assignment shall be carried out in the following parts:

#### **Part A**

1. Preparation of comprehensive project methodology report.
2. Collect the relevant secondary information from various agencies for LAP and TPS project areas.
3. Identification of existing control points or fixation of horizontal control points (GPS pillar) using DGPS, and vertical control points (BenchMark Pillars) by Digital / Auto level.
4. Detailed Topographic Surveys as per standard practice for TPS and LAP surveys.
5. Detailed traffic and transport surveys in LAP and TPS areas.
6. Base maps creation from primary and secondary sources.

#### **Part B**

- I. Verification, reconciliation, and validation of boundaries and Land Records, along with certification by the competent authority as per standard practices for LAP and TPS surveys.

### **IV. Detailed Scope of Services under Part A**

#### **A1 – Methodology Approval**

Survey Agency shall prepare a comprehensive Methodology Report comprising of detailed understanding of the project, formulation of detailed approach and methodology for timely execution and completion of the project. It includes detailed work plan and manning schedule, duties and responsibilities of team members and various other key personnel, and strategy for use of equipment for survey works. This Report shall be reviewed by Client and any modifications suggested shall be incorporated by Survey Agency into a revised report (before carrying out the survey work on ground).

#### **A2 – Collect and map the information from secondary sources at city-level in general, and project sites in particular at the most available granular (detailed) level**

1. Master Plan / Development Plan / Zonal Maps along with Building Regulations related to LAP and TPS Project Sites.
2. Approved layouts data.
3. Collection of all the relevant land records, inclusive of Naksha, Khasra, Khatauni, Bandobasti records, acquisition records etc. from Revenue department for TPS area.
4. Collection and collation of property maps and ownership details from municipal records / revenue department in LAP area.
5. Transport information, including existing connectivity, modes, parking, new proposals, and survey details.
6. Compilation of details and marking of areas/uses/structures/permissions already committed/under discussion by the Planning Authority and/or prior development commitments on map, like structures already granted valid building permissions/CC/OC etc. by relevant Competent Authority such as MDDA, Nagar Nigam, and other Government departments.
7. Integration with other planning initiatives and large-scale infrastructure projects in and around the city.
8. Information from utilities and service providers, such as existing and proposed details on water supply, sewerage and drainage, electricity, telephone / fibre optics, gas etc. Both, surface and underground details to be collected from respective service providers and incorporated in base map.
9. Public amenities and infrastructure – schools, hospitals, clinics, parks, playground, waste treatment areas, market yards etc.

10. Collection of all the applicable regulations and other relevant laws that may impact detailed planning.
11. Disaster resilient plans and proposals – earthquake zones, flooding information, landslide prone areas, resilient mechanisms already planned.
12. Plans and proposals with respect to Smart City, tourism related development, or any other state-initiated projects in general related to Dehradun and surrounding region, and specific to LAP and TPS project sites.
13. Railway and Airport expansion project plans and proposals.
14. Nagar Nigam and other civic agencies' plans and proposals.
15. Other relevant details required for LAP and TPS projects.

**A3 – Identification of existing control points or fixation of horizontal control points (GPS pillar) using DGPS, and vertical control points (Bench Mark Pillars) by Digital / Auto level.**

1. Identification of existing control points planted / fixed by Survey of India or any other agency authorized to do so. Details of GTS benchmarks shall be obtained by the Survey Agency from the Survey of India, and if necessary, letters requesting such information shall be provided by Client to assist Survey Agency in obtaining the information. Reduced Levels (RL) and BM number shall be noted. These BM stations shall be clearly shown on CAD drawing with its X, Y, and Z details and location description. Apart from the above-mentioned BM pillars, the level shall also be transferred on all GPS pillars.
2. Fixing of GPS pillars (Horizontal Control Grid) by using Differential Global Positioning System (DGPS) at every 1 sq.km. (approx.) if required. Selection of control points and observations shall be as detailed below:
  - a. The stations selected shall be obstruction free towards sky.
  - b. The horizontal control station (GPS Pillars) shall be RCC (M20) pillar of size 250 mm X 250 mm X 600 mm embedded in concrete up to a depth of 400 mm, and the balance 200 mm above the ground. Pillars shall be provided with anchor bolts embedded in concrete, with diameter of 12 mm and length of 150 mm. These shall be provided with punch lines, and painted with anticorrosive yellow paint. All these Control Stations of GPS Survey should be provided in grid at 1 km / pair, including fixing and all materials, labour, machinery, cartage, conveyance etc. Complete. All grid stations and pillars shall be numbered for easy identification, and the respective numbers should be ingrained on the pillars.
  - c. The control stations shall be fixed using DGPS instrument. The time of observations at Base Stations shall be observed for a minimum of 60 minutes, and at Reference Stations for 30 minutes, to eliminate the possible projection and time errors in the signals received from various satellites being observed at respective locations, in order to ensure high accuracy in positioning of control station within  $\pm 3$ cm.
  - d. Minimum of 8 satellites should be available during observation to ensure high accuracy.
  - e. The survey data shall be in the Coordinate system of WGS\_1984\_UTM\_Zone\_44N.

#### **A4 – Detailed Topographic Surveys and relevant information to be collected**

Scope of services for field data shall include but not be limited to the following:

1. Roads – Right of Way (RoW), carriageway, footpaths, traffic intersections (and all road-related components), road-side drainage lines, railway lines, metro lines, other transport related details etc. Existing details (and proposed alignments) shall be captured.
2. Water bodies – canals, rivers, drains, nallahs etc. Cross verification shall be done with Revenue Records available with the relevant government agency (such as Department of Irrigation etc.).
3. All structures on ground – bunds, fences, compound walls, gates, wells, bore-wells, demarcation of field extents and plot boundaries etc.
4. All built-up structures clearly showing the building footprint of each structure with its corresponding compound wall / plot level demarcation (along with number of storeys and usage by floor), built-form, typology etc.
5. Utilities and services – electric poles, electricity lines, transformers, telephone lines, junction boxes, manholes, solid waste management systems (points and areas) , public conveniences, other public facilities, traffic poles, signages, transit stops such as bus bays and shelters, bus stops, railway station entrances, metro station entrances, auto-rickshaw stands, on-street parking provisions (demarcated and non-demarcated), water supply lines, sewerage and drainage lines etc and all other visible installations situated above ground.
6. Trees with (approx.) 10 cm trunk diameter and above, and total height 3 m (approx.) and above.
7. Ground elevation levels at every 0.5 m contour level.
8. Underground network alignments shall be cross verified during topographic surveys with details collected from respective agencies and from secondary information. Details of all existing underground utilities such as oil and gas lines, telephone / optical fibre lines, sewerage and drainage lines etc. shall be clearly identified and demarcated with respect to existing roads.
9. Any other relevant details required for LAP and TPS projects.

#### **A5 – Traffic and Transport Surveys in LAP and TPS Areas**

Traffic surveys to be done at selected points in LAP and TPS areas to understand the circulation patterns, traffic movement and volumes, peak and non-peak hours, movement of passenger and goods vehicles, parking areas, public transport facilities and amenities. These should be mapped and surveyed (including non-motorized transit and pedestrian movement).

1. Traffic Count Surveys (to understand traffic movement & volumes at different time periods)
  - a. At mid-blocks on key roads
  - b. At key Inter sections
2. Public Transport and Freight Vehicle Movement Survey
3. Roadside OD Survey

#### **A6 – Base maps Preparation**

1. Survey Agency shall prepare base maps separately for LAP and TPS areas by overlaying primary topographic surveys with collated secondary information details. All the drawings shall be prepared in CAD as well as GIS compatible format (versions as suggested by client).
2. Survey Agency shall reconcile physical surveys and collated secondary data to prepare base map to match and get maximum accuracy in terms of area, shape, and dimension of each physical feature based on Revenue and ULB records.
3. Final base maps should include all the information collected from topographic and other surveys and secondary information collated.
4. Client shall review base maps and advise Survey Agency to undertake revisions if required.

**Notes:-**

The work depicted in Part A shall be carried out in the order as briefly described below:

1. As required, fix horizontal control points with DGPS.
2. Running traverse with total stations between horizontal control points established by DGPS.
3. Fixing of vertical control points (BM Pillars) by double run levelling by connecting GTS Bench Marks available in the vicinity of Project Sites.
4. Detailed topographic survey for collection of field details using total station and/or any other methods as approved by Client.
5. Submission of detailed survey data (including raw data) in MS Excel with clear code scheme for different features; DXF; SDR or equivalent format and version as suggested by Client; CAD drawings and GIS database with X, Y, Z co-ordinates in format and version as suggested by Client.
6. All drawing prepared by the Survey Agency shall confirm to the Client's requirements. The survey will be verified by the Client for accuracy or missing details. In case of missing information and errors, the survey will not be treated as complete, and Survey Agency shall have to comply to provide required information.

**V. Detailed Scope of Services under Part B**

1. The completion of the survey and preparation of the drawing in CAD and GIS, the reconciliation, validation, and certification of Revenue Records shall be carried out in manner prescribed by the Revenue Authority/Client. This process may include but not be limited to collection of all the relevant land records, inclusive of Naksha, Khasra, Khatauni, Bandobasti records, acquisition records etc. from the respective Government departments such as Revenue, Irrigation, Forests, PWD etc. (from the secondary information collected as part of section A2, under detailed Scope of Services). All expenses for obtaining relevant land records shall be borne by the Survey Agency.
2. Marking of village / abadi boundaries, and forest land boundaries.
3. As a part of the reconciliation, validation, and certification process, drawing in the scale of 1:2000 or as required for approval from the concerned agency / Client. Each survey number shall be prepared by the Survey Agency and compared with the concerned authority record after which a final drawing shall be prepared which shall clearly indicate discrepancies between present situation and the available records.
4. Survey Agency shall prepare an Area Statement, which includes the area as per survey, area as per Revenue records, and area as per latest Records of Rights (RoR). Required data shall be collected by the Survey Agency from all the relevant authorities. Survey Agency shall discuss with Client for the appropriate format for this statement and finalize after the approval of the same by the Client. After having obtained an approval from the Client, a final area statement with all necessary corrections shall be prepared and submitted to the client.
5. The Survey Agency shall be responsible for obtaining all the necessary approvals from all the concerned agency. All the expenses for obtaining necessary approvals from the concerned agency shall be borne by Survey Agency.

## VI. Work and Payment Schedule

### a) Schedule of Deliverables and Payments

Stage	Activity	Deliverables	Percentage of Total Cost Payable	Timeline for Stage	Timeline from Date of signing of contract (D)
1	<u>Task A1</u> Methodology Approval	On approval by Client of project methodology report detailing Survey Agency's understanding of assignment, overall approach and methodology to be used for assignment as well as each task, detailed work plan and manning schedule, duties and responsibilities of team members and key personnel, and strategy for use of equipment.	NA	5 Days	D+5
2	<u>Task A2</u> Submission of collected relevant secondary information from various agencies for LAP and TPS project areas	On approval by Client on comprehensive report with list and data collected from secondary sources (secondary information collected should be duly approved by the concerned agency).	15%	10 Days	D+15
	<u>Task A3</u> Submission of identified existing control points planted/fixed by Survey of India or any other agency authorized to do so, or fixation of horizontal control points (GPS pillars) using DGPS & vertical control points (Bench Marks pillars) by Digital / Auto level.	On approval by client of the existing or established GPS pillar details including final co-ordinates (X, Y), pillar name, etc. as prescribed on a drawing connecting with GTS, showing Benchmarks pillar details (including photographs).			
3	<u>Task A4</u> Submission of detailed Topographic Survey including the boundary of survey number and plot	On approval by Client of detailed topographic survey drawing as per the Scope of Work mentioned in this RFP and in the format and legend as approved by client.	30%	15 Days	D+30

Stage	Activity	Deliverables	Percentage of Total Cost Payable	Timeline for Stage	Timeline from Date of signing of contract (D)
	number at building level as per standard practice for TPS and LAP surveys.	Drawings showing all existing details in CAD & GIS formats with contour data at 0.5 m interval with existing GTS points or established GPS pillars, vertical Bench Mark (BM) pillar details along with demarcation of abadi, village, tehsil and district boundaries.			
4	<u>Task A5</u> Submission of detailed traffic and transport surveys in LAP and TPS areas.	On approval by Client of details of comprehensive traffic and transport surveys, drawings, and reports as specified in this RFP document, duly approved by relevant competent authorities such as Traffic and Transport Departments etc.			
	<u>Task A6</u> Submission of base maps based on primary and secondary sources.	On approval by Client of final drawings (4 sets) in scale 1:500 for TPS and 1:250 for LAP. All the maps shall be vetted by the team consisting of the concerned officials from UDD, TCPD and MDDA.  On approval by Client of all final documents and drawings in a 1:1 scale in soft copy (4 copies), in GIS (shape files) including all attributes collected / generated during survey, in format and version as suggested by Client.	30%	15 Days	D+45
5	<u>Task B1</u> Submission of reconciled and validated boundaries and Land Records, along with certification by the competent authority.	On approval by Client of final area statement as prescribed in this RFP document, after reconciliation, validation, and certification of data through Revenue Department and other concerned departments.	10%	15 Days	D+60
6	On obtaining completion certificate from MDDA regarding satisfactory completion of the assignment.		15%		

**b) Reports and Drawings**

1. All the final drawings (4 sets) in scale 1:500 for TPS and 1:250 for LAP shall be prepared by the Survey Agency and submitted to Client in hard copies.
2. 4 soft copies of all the final reports, documents, drawings in the scale of 1:1 (in format and version as suggested by Client), along with all supporting data collected as part of this assignment shall be submitted by Survey Agency to the Client.
3. All soft copies of drawings should also be submitted in CAD and GIS format (shape files and versions as suggested by Client) including all the attributes collected / generated during the survey work. The attributes should include but not be limited to survey number, area as per village Records of Rights (RoR), ownership, tenure, areas as per topographic survey, etc.

**VII. Procedure for Monitoring and Review of Assignment**

The Survey Agency will be required to make the presentation before the reviewing committee formed by Vice Chairman, MDDA having members from MDDA, Town & Country Planning Department – Government of Uttarakhand, Urban Development Directorate – Government of Uttarakhand, and/or other relevant agencies. The Reviewing Committee shall also advise and monitor the work performed by the Survey Agency. Survey Agency shall within one week of submission of deliverables shall do presentation before the Reviewing Committee and after incorporating suggestions received from committee the revised deliverables shall be submitted to Client as per Schedule provided in this RFP. Prior to the presentation, Chief Town & Country Planner shall vet the survey drawings and maps presented by Survey Agency.

**VIII. Custody of Drawings, Reports, Data, etc.**

Original drawings, maps including the Aerial images, drone data or any images or data generated or retrieved through any other sources, reports, data, charts, photocopies of any classified documents and all other documents received from the Client shall remain in the custody of the Survey Agency during the period of assignment only and shall be used exclusively in connection with the Scope of Services and shall not be used for any other purpose. These documents shall be carefully documented and preserved by the Survey Agency till the completion of the job and shall be handed over to the Client on completion of the project or prior termination of contract.

**IX. Property of the Client**

All work submitted to the Client by the Survey Agency shall be the professional responsibility of the Survey Agency.

All data collected, survey details, drawings, reports and also Aerial images, drone data or any images or data generated or retrieved through any other sources developed for this assignment shall be the property of the Client and shall be submitted to the Client in soft / hard copies, in formats and versions suggested by Client. Any such data may not be used or reproduced by Survey Agency without explicit and prior permission from Client and relevant / competent authority from which any data has been collected for the purpose of this assignment.

**X. Responsibilities of Client**

Client will assist Survey Agency by writing formal letters to other Government agencies so as to request access to all existing information and all available engineering and survey data relating to the Assignment from the concerned Government agency based upon the request by Survey Agency.

**XI. General**

1. The details about Methodology and data outputs in respect of the Assignment should be worked out by the Survey Agency.
2. All data collected by Survey Agency and deliverables including processed data with all linkages shall be made available to the Client in proper organized formats and versions as suggested by Client, and all data shall remain the sole property of the Client.
3. The data collected and the research results of the Survey Agency in relation to the \_\_\_\_\_ Assignment shall not be divulged to any other agencies or anyone else without the explicit



approval of the Client.

4. All reports should be submitted in hard and soft copy as prescribed in this RFP document. Reports should be in editable format / Microsoft Word (in format and version as suggested by Client). Maps and drawing should be in compatible formats and versions of CAD and GIS as suggested by Client.
5. Weekly progress reports shall be submitted by the Survey Agency to the Client to review the Assignment's progress, and the Survey Agency shall also submit revised reports as per suggestions and requirements of Client.
6. After the completion of the Assignment, the Survey Agency shall return to the client - aerial images, original data, processed data and maps, and also any other data collected for the assignment. The Survey Agency should not hold any field data, aerial images, attribute data, field notes, CAD / GIS data etc in any format, either digital or hard copy. The Survey Agency shall give an undertaking that they shall not use the afore mentioned images, data, maps etc. for any other purpose other than the Assignment.
7. Survey Agency should ensure that only authorized personnel / staff is handling high-resolution aerial images and sensitive CAD / GIS data. Survey Agency shall be responsible for any misuse of data and loss of data.
8. Bidder shall bear all costs associated with visit to Client, preparation and submission of their proposal, etc
9. Survey Agency shall be responsible for all required hardware and software licenses required for execution of Assignment.
10. Survey Agency will correspond with and report to the Client.
11. Survey Agency will work according to the schedule and timelines provided in this RFP document.
12. Survey Agency shall conduct the Assignment in professional and ethical manner and will ensure that none of its actions have an adverse effect on the Assignment.
13. Survey Agency shall follow Government of India standards and guidelines for Survey, Mapping, and Database generation. The thematic layers attribute data should be attached based on unique ID. The Survey Agency shall submit the data to Client in hard and soft copy. At least 10% of the data will be taken as sample for LAP area, 20% for TPS area and checked randomly by Client and Reviewing Committee for verification. In case if the Committee identifies discrepancies or inconsistencies with regard to requirement of data for the Assignment, the Survey Agency shall re-look the entire data and carry out corrections as directed by the Committee, and within such time limits as specified by the Committee. If the Survey Agency fails to carry out the directions within the period specified, the Authority may take appropriate action, including levy of penalty. The penalty can be upto 10% of the outstanding amount payable or any other such amount as decided by the Committee.
14. Selection of technology is purely the responsibility of the Survey Agency. Any infringement on the period of the completion of the project on account of procedural or legal requirements to seek permissions from concerned agencies is the sole responsibility of the Survey Agency. Alternate plans to complete the surveys within the given period of time should be incorporated in methodology and work plan.

## **XII. Fraud and Corrupt Practices**

1. The Applicants and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Client shall reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice in the Bidding Process.
2. Without prejudice to the rights of the Client, if an Applicant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice,

fraudulent practice, coercive practice, undesirable practice, or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date such Applicant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable pacts, or restrictive practice, as the case may be.

3. For the purposes of this RFP, the following terms shall have the meaning hereinafter respectively assigned to them:
  - a. "Corrupt Practice" means:
    - i. The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Letter of Award (LOA) or has dealt with matters concerning the Agreement or arising thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process; or
    - ii. Engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Letter of Award (LOA) or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the project or LOA or Agreement, who at any time has been or is a legal, financial or technical adviser of Client in relation to any matter pertaining to the Project.
  - b. "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.
  - c. "Coercive Practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.
  - d. "Undesirable Practice" means
    - i. Establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying, or in any manner influencing or attempting to influence the Bidding Process; or
    - ii. Having a Conflict of Interest; and
  - e. "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

### **XIII. Miscellaneous**

1. The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - a. Suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto
  - b. Consult with any Applicant in order to receive clarification or further information
  - c. Pre-qualify or not to pre-qualify any Applicant and/or to consult with any Applicant in order to receive clarification or further information
  - d. Retain any information and/or evidence submitted to the Client by, on behalf of, and/or in relation to any Applicant and/or

- e. Independently verify, disqualify, reject, and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
2. It shall be deemed that by submitting the application, the Applicant agrees and releases the Client, its employees, agents, and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

#### **XIV. Arbitration**

If any dispute arises out of / with regard to the interpretation, meaning, work of operation or the breach of the terms and condition, the matter shall be settled as per Arbitration and Conciliation Act 1996 with its amendments from time to time. The dispute shall be referred to a sole arbitrator to be appointed mutually by the parties whose decision shall be final and binding on both the parties.

## Section 3 – Instructions to Bidders

### I. Introduction

1. Mussoorie Dehradun Development Authority (MDDA) henceforth referred as Client/MDDA, invites Request for Proposal for ‘Selection of Survey Agency to conduct detailed Topographical survey and prepare base maps as per guidelines and in coordination with MDDA and State Town Planning Department following the guidelines & specifications as applicable for the project.
2. Interested bidders shall submit their proposals by the date as mentioned in schedule of Key Dates and Information.
3. Technical and Financial bids shall be submitted online separately.
4. Proposals should be submitted in English.

### II. Brief Description of Bidding Process

1. In order to identify and select an entity for award of the Project, the MDDA intends to adopt a single stage, open, transparent, competitive bidding process (the "Bidding Process"). The single stage of the Bidding Process is the Proposal stage during which Proposal(s) are being invited from the Bidders.
2. The evaluation of the Proposals would be carried out in two (2) mutually distinct and sequential steps.
3. The first step would be the Qualification Step which would involve a test for responsiveness based on technical and financial qualification criteria set forth under Pre-Qualification.
4. In the qualification step, the qualification submission comprising information of the Bidders on their Technical capacity and Financial capacity for undertaking the Project would be evaluated and Technical scores will be given, based on this step, only those Proposals that meet the technical capacity and financial capacity as set out in this RFP Document for the Project and have a technical score of min. 75 points and above, would be qualified and their financial proposals would be opened for identification and selection of the Bidder to whom the Project, subject to the terms of RFP, be awarded (the "Selected Bidder").
5. The bidder quoting the lowest (L1) bid will be called for further discussions to sign a Agreement who shall be responsible “To undertake detailed topographical survey and prepare base map for Local Area Plan at Arhat Bazaar and Town Planning Scheme at Thanu in MDDA area” as per guidelines, in coordination with MDDA and State Town Planning Department. Selected Bidder shall be responsible to complete the “Project” during the term of (2 months) in conformity with the TOR (collectively the "Survey Agency").
6. The Proposals would be evaluated on the basis of the qualification and evaluation criteria set out in this RFP Document in order to identify the Selected Bidder.

### III. Procurement of Documents & Bid Document Fees

The RFP Document can be downloaded from e-tendering website [www.uktenders.gov.in](http://www.uktenders.gov.in) or MDDA website [www.mddaonline.in](http://www.mddaonline.in). Bidders shall submit Bid Document Fee in form of demand draft for Rs.5000/- (Rupees Five thousand Only), including all taxes in favour of “Secretary, Mussoorie Dehradun Development Authority” payable at Dehradun. The Bid Document Fee is non-refundable. Non-submission of Bid Document Fee along with the technical proposal will be treated as non-responsive bid.

### IV. Site Visit and Verification of Information

1. Bidders are encouraged to submit their respective Proposals after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, climate, access to the site, availability of data, Applicable Laws and regulations or any other matter considered relevant by them.
2. Bidders are invited to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Proposals.

## V. Communication

All communications should be addressed to:

Vice Chairman  
Mussoorie Dehradun Development Authority (MDDA)  
Transport Nagar, Saharanpur Road,  
Dehradun – 248001  
Tel: 0135 – 6603100, 0135-6603115,  
Fax: 0135 – 6603103  
Email: [info@mddaonline.in](mailto:info@mddaonline.in), [pmumdda1@gmail.com](mailto:pmumdda1@gmail.com)

The Official Website of the Authority: [www.mddaonline.in](http://www.mddaonline.in)

All communications, should contain the following information, to be marked at the top in bold letters: “RFP for Selection of Survey Agency to Undertake Detailed topographical Survey and Prepare Base Maps for Local Area Plan at Arhat Bazaar and Town Planning Scheme at Thanu in MDDA Area”

## VI. Proposal Evaluation

### a) General

1. From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated. Any effort by the firm to influence the Client in the Client’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the bidder’s proposal.
2. Bidders are advised that the selection of Survey Agency shall be on the basis of an evaluation by the Client through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Client's decisions are without any right of appeal whatsoever.
3. The Bidder shall submit its Proposal in the form and manner specified in the RFP. The Technical Proposal shall be submitted in the form as specified at Section 4: Technical Proposal Forms and the Financial Proposal shall be submitted in the form as specified at Section 5: Financial Proposal. Upon selection, the lowest Bidder shall be required to enter into an agreement with the Client.
4. Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Survey work are specified in this RFP.
5. **The Technical Proposal shall not include any financial information.**
6. The Financial Proposal should be complete, i.e., it should list all costs associated with the Assignment.
7. The financial proposal should be prepared in Indian Rupees.
8. Consortium / JV is allowed (max. 2 i.e. one lead member and one other member), and following conditions must be satisfied:
  - a. A notarized copy of the Consortium / JV agreement shall be provided with the Bid.
  - b. In case of JV/Consortium, change in constitution shall not be permitted at any stage after their submission of bids. In case of changes during tendering stage, the bid shall be treated as non-responsive.
  - c. The bidder, in case of JV/Consortium, shall clearly and unambiguously define the role and responsibilities for each partner in the consortium agreement/ MOU. **In any case, the Lead Member shall be solely responsible for the tasks performed/reports generated by its JV/Consortium member.**

**b) Pre-Qualification**

For Pre-Qualification, the bidder must fulfil the below listed conditions. A proposal shall be rejected at this stage if the Bidder's proposal is found Non-Responsive.

1. The Bidder/Lead Agency must be a firm or legal entity i.e. any company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered under Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The Bidder/s shall be required to submit a true copy of its Registration/Incorporation Certificate, along with Proposal.
2. Bidder/Lead Agency should have been operational in India from at least 5 years with the proof of incorporation/commencement of business. The Bidder/s shall be required to submit Incorporation Certificate/Registration Certificate commencement proof shall be submitted along with the proposal.
3. Bidder/Lead Agency must have a Valid Goods & Service Tax (GST) Registration and Pan card (copy must be enclosed).
4. Lead Agency/Consortium Member must not have been blacklisted or debarred in any Central/State Govt./PSU/Autonomous bodies and must not have been penalized by any Central/State Govt./PSU/Autonomous bodies for delayed completion of work or carrying substandard work. A declaration of this regard shall be made by the bidder along with bid document.
5. Bidder shall submit a valid proof acceptable to MDDA for showing required experience in the field and should be attached with the Bid document.
6. Survey and financial conditions:-

S. No.	Criteria	Minimum Quantity
1	Average audited turnover of Lead Bidder for last 3 financial years (FY 2019-20, FY 2018-19, and FY 2017-18) validated by a registered Chartered Accountant.	Rs. 50 Lakhs
2	Experience of the Lead Bidder having completed <b>similar</b> assignments in last 5 financial years in terms of cumulative area, certified by the concerned Client/Authority/Agency.	1500 Hac.
3	Experience of the Lead Bidder or Consortium/JV member having completed <b>similar</b> assignments, in last 5 financial years, certified by the concerned Client/Authority/Agency.	3 projects (each project of at least 200ha)

**Note:**

Non-lead JV / consortium member should have experience of surveying of at least of 200 ha. in aggregate (and only projects with 30 ha. or more are considered in aggregation)

Note - 'Similar Assignments' may refer to Local Area Plans/Town Planning Schemes/other land reorganization-focused tasks such as spatial planning/survey for new town/industrial township/infrastructure development/transit-oriented development/redevelopment of central business district/master plan projects etc., where land pooling or LAP or TPS or cadastral mapping provisions have been incorporated into the report(s). Proof of such assignments shall be submitted (either completion certificate or agreement along with copies of deliverables which are certified by tender awarding agency).

Client shall evaluate the proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria specified. Only Responsive proposal will be evaluated further. **Financial bids of only those bidders shall be opened who have scored minimum 75 points in Technical Evaluation.**

**The Technical Evaluation Criteria are as follows:**

S.No.	Evaluation Criteria	Points
A	Specific experience of the Bidder related to the Assignment from last five years	30.0 (maximum)
A1	Experience of completing site surveying works for an area of:	10.0 (maximum)
	• Upto 2000 Ha	5.0
	• 2.5 point for every additional 300 ha. (max.5points)	
A2	Experience of completing similar assignments: Survey with land ownership mapping/cadastral mapping (reconciliation, validation, and certification) in Agricultural land areas / non-agriculture land areas (urban areas)	15.0 (max.)
	• Upto 2000 Ha	10.0
	• 2.5 point for every additional 300 ha. (max.5points)	
A3	Experience of completion of demarcation on ground of final plots and alignment of services in projects similar Assignment:	5.0 (max.)
	Demarcation of final plots on ground and alignment of services	
	• Upto 200 Ha 0.5 point for every additional 30 ha. or part thereof(max.2 points)	3.0
B	Adequacy of Proposed Work Plan in Response to ToR: Presentation to Client	30.0
B1	Project Appreciation and Understanding of Assignment (Presentation)	15.0 (max.)
B2	Project Approach and Methodology (Presentation)	10.0 (max.)
B3	Work Plan for timely execution of the work within the allocated time (Presentation)	5.0 (max.)
C	Qualifications and Competence of Key Professional Staff for the Assignment	40.0 (Maximum)
C1	Team Leader (Professional Experience: 15-20 yrs-10 points; >20yrs: 15 points)	15.0 (max.)
C2	Head Surveyor (Professional Experience of degree holders: 10-15 yrs-5 points; >15 yrs:7 marks In case of diploma qualification, additional 2 years of experience is required that of graduate degree holder)	7.0 (max.)
C3	Surveyors (3 Nos.) (Professional Experience of degree holders: 8-12 yrs : 3 points; >12yrs: 4points In case of diploma qualification, additional 2 years of experience is required that of graduate degree holder)	12.0 (max.) (4.0 each)
C4	Land Records Expert Revenue Officer: 6 points; Others: 3 points	6.0 (max.)
	Total Points	100

**Notes:**

1. 'Similar Assignments' may refer to Local Area Plans/Town Planning Schemes/other land reorganization-focused tasks such as spatial planning/survey for new town/industrial township/infrastructure development/transit-oriented development/redevelopment of central business district/master plan projects etc., where land pooling or LAP or TPS or cadastral mapping provisions have been incorporated into the report(s). Proof of such assignments shall be submitted (either completion certificate or agreement along with copies of deliverables which are certified by tender awarding agency).
2. For purpose of RFP Qualification, only those projects shall be included, which are supported by the certificate of the clients mentioning that the Survey / consultancy work has been completed satisfactorily.
3. The Bidder / Lead Agency should submit a Power of Attorney as per the format annexed at Section 5: Financial Proposal-Form III.
4. Any entity which has been barred by the Central Government, any State Government, a statutory authority or a Public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate or through Consortium/JV.
5. Any Bidder / Consortium / JV MEMBER should have, during the last three years, neither 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 the Bidder or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder or its Associate.
6. The minimum required experience of proposed key professional staff are as follows:

Sr.	Position	Minimum years of professional experience	Duties	Qualification and Specific expertise
1	Team Leader	15 years	<p>The team leader will reside at the project site on a full-time basis throughout the period of the services. They will be overall in-charge of the Assignment. They shall act as representative of the Survey Agency appointed by Client.</p> <p>They will lead, guide, monitor, supervise, and control all the activities and provide expert advice in all matters relating to reconciliation, validation, and certification of data, land acquisition, resettlement, land pooling, land reorganization etc. They will interact with Client, all stakeholders,</p>	<p>Minimum – Degree in Urban Planning / Civil Engineering or Equivalent from recognized institute / university.</p> <p>Work experience of projects where Revenue approval process was involved.</p> <p>Experience of similar projects in large scale industrial / city development projects (located in India) where land reconstitution was involved along with revenue records reconciliation.</p>



Sr.	Position	Minimum years of professional experience	Duties	Qualification and Specific expertise
			and other officials of the Client. They will be responsible for all the deliverables and successful completion of the Assignment.	
2	Head Surveyor	10 years minimum for degree holder.  Or  12 years minimum for diploma holder.	S/he will be responsible for coordination with all survey teams for the work of DGPS / GPS survey, conducting of topographic survey work, reconciliation with existing records, setting out operations, and verifying of data and details, identification / demarcation of plot etc.	Minimum – Diploma in Civil Engineering. Bachelor's Degree in Civil Engineering is desirable.  Minimum 7 years as Surveyor / Assistant Surveyor / Survey Engineer on similar assignments.  Experience of at least 1 LAP / TPS project.  They should have exposure of DGPS / GPS data collection.  They should be able to work on-field and Knowledge of CAD is desirable.
3	Surveyors (3 nos.)	8 years minimum for degree holder.  Or  10 years minimum for diploma holder.	They will be responsible for all DGPS / GPS survey, conducting topographic survey work, reconciliation with existing records, setting out operations and verifying data and details, identification / demarcation of plots etc.	Minimum – Diploma in Civil Engineering. Bachelor's Degree in Civil Engineering / related fields is desirable  Surveyor / Assistant Surveyor / Survey Engineer on similar assignments.  They should have exposure of DGPS / GPS data collection.  They should be able to work on-field and Knowledge of CAD is desirable

Sr.	Position	Minimum years of professional experience	Duties	Qualification and Specific expertise
4	Land Records Expert	10 years	S/he will be responsible for reconciliation, validation, and certification of the relevant land records, inclusive of the Naksha, Khasra ,Khatauni, Bandobasti & acquisition records etc. from Revenue dept. and its various agencies along with other departments like irrigation/forest/PWD etc. wherever required.	Minimum: Intermediate  Revenue officer not below the rank of Patwari / any other law officer or any advocate who has dealt with verification of land / property records  Experience of relevant work in Uttarakhand context.  Knowledge of MS Office is desirable.

**Note:**

1. The selected Survey Agency has to ensure the availability and the engagement of the above mentioned key personnels throughout the project duration.
  2. The successful bidder shall ensure that the above mentioned key personnels shall be available on regular basis for the project.
7. The bidder shall specify the total number of personnel to be deployed for the survey. 50% of such personnel other than stated above shall be conversant with the local conditions. The bidder shall for the above purpose specify in the methodology and during presentation. Any subsequent changes after the award of the tender shall be made with the approval of the client.

**VII. Presentation**

1. The Bidders shall have to submit their presentation for Technical Evaluation on Adequacy of Proposed Work Plan in response to ToR. The Presentation may cover the following subjects:
  - a. **Project Appreciation and Understanding of Assignment:**
    - In this section, the Bidder shall illustrate their understanding and experience of Local Area Plans and Town Planning Schemes, as well as the specific tasks described in the ToR.
    - The bidder should also give an account of their previous works/ projects in LAP/TPS or related assignments, and the methodology the bidder had adopted therein.
  - b. **Project Approach and Methodology:**
    - In this section, the Bidder shall explain the approach to the Assignment, the methodology to be adopted for carrying out the activities and obtaining the desired output, the degree of detail of such output, and the compatibility between the methodology proposed and the assignment. Agency may also highlight problems being addressed and their importance, and explain the technical approach being adopted to address them.
    - The bidder should also detail out the source of imagery and/or aerial photographs and the procedure to procure them including the permissions required therein and the costs involved.
  - c. **Work Plan Schedule:** The Bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. A list of the final documents, including reports, drawings, and tables to be delivered as final

output, should be included here. The work plan should be consistent with the Work Schedule.

2. **Presentation:** The Bidder would be required to make a presentation on the on above for performing the assignment as and when intimated by Client during the Evaluation Process.

#### **VIII. Public Opening and Evaluation of Financial Proposals**

1. After the evaluation of Technical Proposal is completed, MDDA shall notify the date and time for opening of financial proposals to only those bidders whose proposals have been short-listed.
2. The Financial Proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidder, the technical scores, and the proposed amount shall be read aloud when the Financial Proposals are opened.
3. The Evaluation Committee will determine whether the Financial Proposals are complete, correct any computational errors, etc.
4. The Bidder who has bid the lowest amount (L1) will be invited for discussions/clarifications for the purpose of signing an Agreement.

#### **IX. Conflict of Interest**

A Bidder shall not have a conflict of interest that may affect the Selection Process or the Survey work (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified, without prejudice to any other right or remedy that may be available to Client hereunder or otherwise. Client requires that the Survey Agency provides professional, objective, and impartial advice and at all times hold the Client's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Survey Agency shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Client.

#### **X. Number of Proposals**

No Bidder shall submit more than one Proposal for the Assignment. A Bidder applying individually or as an associate shall not be entitled to submit another proposal either individually or as a member of any consortium / JV, as the case may be.

#### **XI. Cost of Proposal**

The Bidders shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection Process including visits to the Client, Project sites etc. Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

#### **XII. Acknowledgement by Bidder**

1. It shall be deemed that by submitting the Proposal, the Bidder has:
  - a. made a complete and careful examination of the RFP;
  - b. received all relevant information requested from the Client;
  - c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Client or relating to any of the matters referred in this RFP;
  - d. Satisfied itself about all matters, things and information, including matters referred herein above, necessary and required for submitting an informed Proposal and performance of all of its obligations there under;
  - e. acknowledged that it does not have a Conflict of Interest; and
  - f. agreed to be bound by the undertaking provided by it under and in terms hereof.
2. The Client shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Client.

#### **XIII. Right to Reject Any or All Proposals**

1. Notwithstanding anything contained in this RFP, Client reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of Clause's, the Client reserves the right to reject any Proposal if:
  - a. at any time, a material misrepresentation is made or discovered, or
  - b. the Bidder does not provide, within the time specified by the Client, the supplemental information sought by Client for evaluation of the Proposal.
2. Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the L1 Bidder gets disqualified / rejected, then the Client reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the Selection Process.

#### **XIV. Clarifications**

1. To facilitate evaluation of Proposals, the Client may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Client for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
2. If a Bidder does not provide clarifications sought under above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Client may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Client.

#### **XV. Amendment of RFP**

1. At any time prior to the deadline for submission of Proposal, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website.
2. All such amendments will be notified on the Official Website along with the revised RFP/corrigendum etc. containing the amendments and will be binding on all Bidders.
3. Bidders are requested to get themselves updated from the official website. MDDA shall not be held responsible for Bidder's not getting updated from the official website.
4. In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

#### **XVI. Language**

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

#### **XVII. Proposal Due Date**

Proposal should be submitted on or before date and time as mentioned in schedule of selection process at e-tendering website i.e. [www.uktenders.gov.in](http://www.uktenders.gov.in) and in the manner and form as detailed in this RFP document.

The Client may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with RFP uniformly for all Bidders.

#### **XVIII. Late Proposals**

Proposals received after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

#### **XIX. Bid Security Declaration in lieu of EMD**

1. The Bidder shall have to submit the Bid Security Declaration Form in favor of the Secretary,

Mussoorie Dehradun Development Authority at Dehradun.

2. Any Bid not accompanied by the Bid Security Declaration form and-Bid document fee shall be rejected by the Client as nonresponsive.

## **XX. Submission, Receipt, and Opening of Proposal**

1. The Bidder shall submit their Proposals Online. The original proposal, including Pre-Qualification, Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder themselves. The person who signed the proposal must initial such corrections. Submission letters and forms for Qualification, Technical and Financial Proposals should respectively be in the format given in the RFP.
2. An authorized representative of the Bidders shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL". **The financial proposal shall be submitted online only and shall be signed digitally.**
3. A copy of Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposals, Bid Security Declaration form, Bid Document Fee, Power of Attorney shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE 15:00 Hrs. on 23/07/2021". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **The Financial Proposal shall be submitted online only and shall be sealed digitally. If the Financial Proposal is not submitted online digitally sealed, this will constitute grounds for declaring the Proposal non-responsive.**
4. A hard copy of Technical Proposal must be sent along with the Bid Security Declaration form, Bid Document Fee, Power of Attorney to the address/addresses indicated in the RFP and received by the Client not later than the time and the date indicated in the "Key Dates and Information", or any extension to this date if any. Any proposal received by the Client after the deadline for submission shall be returned unopened.
5. The Bidders shall submit the Technical Proposal online as well as in physical form as per date and time mentioned in "Key Dates and Information". However, the Financial Proposal shall be submitted online only as mentioned in "Key Dates and Information". The Bidders shall submit the Technical Proposal in hardbound or spiral bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorised Representative of the Bidder as per the terms of this RFP. In case the Proposals are submitted online and the Bidders are unable to submit the hard copy, Bid Security Declaration form, Bid Document Fee, Power of Attorney on or before the date and time mentioned in "Key Dates and Information" then the Bids shall be liable for rejection. Only those physically submitted documents regarding Technical Proposals will be acceptable and considered, if, same are uploaded in the website along with the Financial Proposal.
6. **Online Submission:** Digitally Signed "Technical Proposal" shall be uploaded in the prescribed format of Section-4 and supporting documents along with scanned copy of Bid Security Declaration form and Bid Document Fee. Similarly, the original signed 'Financial Proposal' shall be placed in a digitally sealed envelope clearly marked 'Financial Proposal' and shall contain the financial proposal in the prescribed format of Section-4).
7. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained. Technical Proposal shall be submitted in Physical form and the scanned copy in PDF shall be uploaded on the **www.uktenders.gov.in** duly digitally signed. The financial Proposal shall be submitted online only and shall be signed and sealed digitally.

8. The rates quoted shall be firm throughout the period of performance of the assignment, no price escalation shall be applicable through the performance of the assignment and including discharge of all obligations of the survey agency.

#### **XXI. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Client in relation to matters arising out of or concerning the Selection Process. The Client will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Client may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Client.

#### **XXII. Award of Survey work**

After selection, a Letter of Award (the "LOA") shall be issued, by the Client to the Selected Bidder and the Selected Bidder shall, on receipt of the LOA, sign and send the Letter of Acceptance of the LOA in acknowledgement thereof. In the event the Letter of Acceptance of the LOA duly signed by the Selected Bidder is not received within a week, the Client on account of failure of the Selected Bidder to acknowledge the Letter of Award, and the next Bidder may be considered.

#### **XXIII. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement with Client.

#### **XXIV. Other Conditions of Payment**

1. No separate TA/DA would be payable in addition to Survey work fee.
2. The TDS and other taxes as applicable under the law would be deducted by the Client from the amount payable to Survey Agency.
3. In case of delay in the conduct of Survey Agency's services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover liquidated damages, including administrative expenses, for breach of contract, a sum equivalent to 0.5% (half percent) of total contractual value each week, which the Survey Agency has failed to deliver within the period fixed for delivery or part thereof subject to an overall ceiling of 10% of the total contract price.
4. The successful bidder will have to provide a Performance Guarantee for 3% of the Total Contract Price at the time of signing the Contract Agreement as per the following details:
  - a. The guarantee is to be valid upto one year from date of approval of final base map.
  - b. This shall have to be furnished by the Survey Agency Prior signing the Contract Agreement
  - c. The performance guarantee shall be submitted in the prescribed form (Section-5, Form-IV) from any scheduled commercial bank in India.
  - d. The Performance Guarantee Bond and/or any amendment thereto shall be executed on a stamped paper of requisite money value in accordance with Indian laws.
  - e. No other form of Guarantee shall be acceptable.

#### **XXV. Miscellaneous**

1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.
2. The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
  - a. Suspend and/ or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - b. Consult with any Bidder in order to receive clarification or further information;
  - c. Retain any information and/ or evidence submitted to the Authority by, on behalf of,

and/ or in relation to any Bidder; and/ or

- d. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
3. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Client, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
4. The Client reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

**Section 4 – Technical Proposal – Standard Forms**  
**Cover Letter**

[Letter head of Survey Agency]

To,

.....

.....

**Sub: Survey work for undertaking of detailed topographical survey and preparation of base maps for Local Area Plan at Arhat Bazaar and Town Planning Scheme at Thano in MDDA Area.**

Sir,

We, the undersigned, offer to provide the Survey services for the above assignment in accordance with your Request for Proposal vide advertisement dated [Date]. We are hereby submitting our Proposal for the undertaking of ‘Detailed topographical survey and Preparation of base map for Local Area Plan at Arhat Bazaar and Town Planning Scheme at Thano in MDDA Area’.

The Proposal contains the following documents:

1. Pre-Qualification – original
2. Technical Proposal – original
3. Financial Proposal – original

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm: Address:

Encl:

- Bid Security Declaration form, Bid Document Fee, Power of Attorney
- Technical Proposal and
- Financial Proposal



## Pre-Qualification Form

### A – GENERAL

1. Whether the Bidder is applying individually or as Consortium / JV:
2. Name of Lead Agency of Consortium / JV:
3. Name of member (Consortium / JV):
4. Registered Address in India of Bidder's /Lead Agency of Consortium / JV:
5. Bidder's/ Lead Agency's address for correspondence regarding this project, including phone numbers (mention city code), fax numbers, and email addresses:
6. Details of the authorized signatory of the Bidder's firm/ Lead Agency's for communication regarding this project:
  - a. Name
  - b. Designation
  - c. Mailing Address
  - d. Phone Number
  - e. Fax Number
  - f. Mobile Phone Number
  - g. Email ID
7. If applicant is Consortium / JV, please list the members of the Consortium / JV below:

S.No.	Name of Agency	Registered Address in India	Correspondence Address, Phone Numbers, Fax Numbers, and Email Addresses	Role in Consortium / JV
Lead				
1				
2				
3				
4				
5				
6				
.....				

**B – TURNOVER OF LEAD AGENCY**

Please mention audited turnover of Survey Agency / Lead Agency over last three Financial Years in Rupees:

FY 2019-20:

FY 2018-19:

FY 2017-18:

Please mention the audited turnover of the Survey Agency over last 3 financial years.

*Note – Only those Agencies with Average Audited Turnover of over Rs. 50 Lakhs and above in the last 3 Financial Years may apply. Proof of turnover certified by Chartered Accountant must be attached herewith.*

**C – TOTAL EXPERIENCE OF FIRM**

Date of Incorporation / Registration of Survey Agency / Lead Agency:

Total Experience of Firm / Lead Agency in Years:

Main Line Business of Survey Firm / Lead Agency:

Experience in Survey (overall):

Experience in Survey in Relevant Field:

## D – RELEVANT EXPERIENCE OF SURVEY FIRM/ LEAD AGENCY

S N	Name of Project	Type of Project	Client & Location	Area (Ha)	Year of Completion	Similarity to Assignment (Describe)
1						
2						
3						
4						
5						
...						
<b>TOTAL AREA</b> (in Hectares)					<b>(Total Area in Words):</b>	

### Notes:

1. Details of only similar assignments may be provided above. 'Similar Assignments' may refer to Local Area Plans and Town Planning Schemes, and other land reorganization-focused tasks such as spatial planning for new town / industrial township / infrastructure provision / transit-oriented development / central business district etc. where land pooling or LAP or TPS provisions have been incorporated into the final report(s).
2. Proof of completion of such assignments may be certified by concerned authority and attached herewith.
3. Only assignments completed within the last five years may be considered.
4. At least three (3) assignments of minimum area 200 Ha each may be listed.
5. Total area of all listed assignments must exceed 1500 Ha.

## G – ATTACHMENTS

1. True copy of Survey Agency's / Lead Agency's Registration/Incorporation Certificate.
2. If Consortium / JV, notarized copy of agreement between constituent members.
3. Self-declaration by constituent members of Consortium / JV that they shall remain in partnership through duration of assignment, up till approval of all submitted deliverables by client / competent authority.
4. Signed and stamped copy of Survey agency's / lead agency's valid Goods & Service Tax (GST) Registration and Pan card.
5. Declaration by Survey agency / constituent members of consortium / JV that they have not been black listed or debarred in any Central / State Govt. / PSU/ Autonomous bodies, and have not have been penalized by any Central/ State Govt./ PSU/ Autonomous bodies for delayed completion of work or carrying substandard work.
6. Completion certificates duly certified from clients / competent authorities stating the name, location, size (in area), nature and tasks involved (highlighting similarity to assignment), and date of completion of each listed assignment performed by Survey agency / lead agency.

**Form I – Cover Letter**

(On Bidder's Letter Head)

(Date and Reference)

To,

.....  
.....

**SUB: RFP for Selection of Survey Agency to undertake Detailed Topographical Survey and prepare Base Maps for Local Area Plan at Arhat Bazar and Town Planning Scheme at Thano in MDDA area.**

Dear Sir,

With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our proposal for undertaking of detailed topographical survey and prepare base map for Local Area Plan at Arhat Bazar and Town Planning Scheme at Thano in MDDA area. The proposal is unconditional and unqualified.

1. I/We acknowledge that the MDDA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Survey Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Survey Agency for the aforesaid Project.
3. I/We shall make available to the MDDA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of MDDA to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last five years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We certify that in the last five years, we or any of our Associates have not been blacklisted/ debarred/ termination of contract except for reasons of convenience of Client by any government/government board/ corporation/company/PSU Company/statutory body/non-government in last 5 years.
7. I/We declare that:
  - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Employer;
  - (b) I/We do not have any conflict of interest in accordance to the RFP Document;
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Survey Agency, without incurring any liability to the Applicants in accordance to the RFP document.
9. I/We declare that we/any member of Consortium, is/are not a member of any other Consortium applying for Selection as a Survey Agency.
10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Survey work for the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or directors /managers/employees or against to be engaged team members.
13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Survey Agency or in connection with the Selection Process itself in respect of the above-mentioned Project.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the survey work for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 120 (One Hundred Twenty Days) days from the PDD specified in the RFP.
16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in prescribed format.
17. In the event of my/our firm being selected as the Survey Agency, I/we agree to enter into an Agreement.
18. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth, we shall have no claim, right or title arising out of any documents or information provided to us by the MDDA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Survey work.
19. The Financial Proposal is being submitted online along with the Technical Proposal separately digitally sealed. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Bidder/ Lead Member)

**Form II – Bid Security Declaration Form in Lieu of EMD**

[Letterhead of Survey Agency]  
(Date and Reference)

To

.....  
.....

I/We, ..... irrevocably declare as under:

I/We understand that, as per Clause XIX:Section 3 of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of **Three years from** the date of disqualification as may be notified by you, if,

1. I am /We are in a breach of any of the obligations under the bid conditions,
2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
3. On acceptance of our bid, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_ 2021\_\_ year.

*(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).*

### **Form III - Firm's Experience**

Using the format below, provide information on each reference assignment for which the firm / lead agency, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

1. Name of Assignment:
2. Location of Assignment:
3. Total Area of Assignment:
4. Value of Services of Assignment:
5. Nature of Services offered for this Assignment:
  - a. Surveying work (describe and provide area in hectares):
  - b. Land / property ownership mapping (describe and provide area in hectares):
  - c. Demarcation on-ground of final plots (describe and provide area in hectares):
  - d. Alignment of services on-ground (describe and provide area / run kilometres):
6. Date of Commencement of Assignment:
7. Date of Completion of Assignment:
8. Name of client:
9. Address and Contact Details of client for reference purpose:
10. Details of Team deputed for this Assignment:
  - a. Number of staff
  - b. Number of staff months
  - c. Name of Associated Survey Agency(s) if any
  - d. Number of months of key professional staff provided by Associated Survey Agency(s)
  - e. Name of senior staff involved and contact details



#### Form IV - Team Composition

S.No.	Role	Name	Total Experience (In Years)	Relevant Experience in LAP / TPS (Mention assignments and years)	Experience in Uttarakhand if applicable (Mention assignments and years)	Educational Qualifications
1	Team Leader					
2	Head Surveyor					
3 (i)	Surveyors					
(ii)	Surveyors					
(iii)	Surveyors					
4	Land Records Expert					
...	(Any Others)					

**Form V – Format for Curriculum Vitae (CV) of Key Professional Staff**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Expert: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_

Whether Full Time or not: \_\_\_\_\_

Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

Key Qualifications: \_\_\_\_\_

*[Give an outline of expert member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by expert member on relevant previous assignments and give dates and locations. Use about half a page.]*

Education: \_\_\_\_\_

*[Summarize college/university and other specialized education of expert member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

Employment Record: \_\_\_\_\_

*[Starting with present position, list in reverse order every employment held. List all positions held by expert member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last 7 years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

Languages:

\_\_\_\_\_

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. If awarded the Contract, I undertake to work with this Firm only on this assignment.

\_\_\_\_\_

[Signature of Key Professional]

\_\_\_\_\_

[Signature of authorized representative of Firm]

Date: Day/Month/Year

Full name of Key Professional: \_\_\_\_\_

Full name of Authorized Representative: \_\_\_\_\_

## Section 5 – Financial Proposal

### Cover Letter

(On Bidder's Letterhead)

[Location, Date]

To,

.....

.....

**SUB: RFP FOR SELECTION OF SURVEY AGENCY TO UNDERTAKE DETAILED TOPOGRAPHICAL SURVEY AND PREPARE BASE MAP FOR LOCAL AREA PLAN AT ARHAT BAZAR AND TOWN PLANNING SCHEME AT THANO IN MDDA AREA**

Sir,

We, the undersigned, offer to provide the Survey Agency services for the above assignment in accordance with your Request for Proposal vide advertisement dated [Date] for selection of Survey Agency to undertake detailed topographical survey and prepare base map for Local Area Plan at Arhat Bazar and Town Planning Scheme at Thano in MDDA area.

1. We are hereby submitting our Financial Proposal (attached herewith) for the sum of [*Amount in words and figures*]. This amount is exclusive of the applicable GST which we have estimated at the rate [.....]% calculated [*Amount(s) in words and figures*].
2. Our financial proposal shall be binding upon us subject to the modifications resulting from discussions, up to expiration of the validity period of the Proposal, i.e., [Date].
3. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly follow the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
4. We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of the Firm / Lead Agency: \_\_\_\_\_

Address: \_\_\_\_\_

**Form II – Breakdown of Part A and Part B**

Sl. No.	Description	Unit	Estimated Quantity	Unit Rate (Rs.)	Rate in Words	Total Amount (Rs.)	Total Amount (in Words)
1	<b>PART A</b>						
	1. Collect the relevant secondary information from various agencies for LAP and TPS project areas	NA					
	2. Identification of existing control points planted/fixed by Survey of India or any other agency authorized to do so, or fixation of horizontal control points (GPS pillar) using DGPS & vertical control points (Bench Marks pillars) by Digital / Auto level	Identif ication of each control point					
		Fixing of each pillar					
	3. Detailed Topographic Survey including the boundary of survey number and plot number at building level as per standard practice for TPS and LAP surveys.	Survey of open areas					
		Survey of built-up areas					
	4. Detailed traffic and transport surveys in LAP and TPS areas.	@Mid block					
		@Junc tion					
	5. Basemaps creation based on primary and secondary sources.	Ha					

2	<b>Part B:</b>  1. Reconciliation and validation of boundaries and Land Records, along with certification by the competent authority as per standard practices for LAP and TPS surveys.	Ha.					
3	<b>Total Cost (Part A + Part B)</b> (excluding GST)						

**Notes:**

1. All the expenses for obtaining all the necessary approval from the concerned agencies and other expenses such as insurance of the staff deployed for the project, third party insurance for aerial vehicles, etc. shall be borne by the Survey Agency.
2. All the prices quoted above must be inclusive of all taxes and duties except Goods and Services Tax (GST).
3. Survey Agency will be paid on the basis of actual amount of work done based on the unit rates mentioned against each item in the table.
4. No conditions shall be attached to the Price Proposal.
5. In case of any discrepancies in the prices mentioned in the figures and words, the prices mentioned in the words would be considered as final price.
6. For the identification of the least cost (L1) bidder, **Total Cost per Hectare (Part A + Part B)** shall be considered.

Signature -

Full Name -

### Form III – Financial Proposal

Sr.No.	Description	Cost per Hectare (INR)	Amount in Words
1.	To Undertake Detailed Topographical Survey And Prepare Base Map For Local Area Plan At Arhat Bazar And Town Planning Scheme At Thano area in Dehradun for  <b>PART A+ PART B</b>		
2	Total Amount ( <i>without GST</i> )		

**Form IV – 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..... Son/Daughter/Wife and presently residing at....., who is presently employed with/ retained by 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 and selection as ..... (.....) 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 MDDA, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with MDDA 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 MDDA.

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  
....., 20.....

For .....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

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 seal affixed in accordance with the required procedure.
2. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. For a Power of Attorney, Bidders may submit a General Power of Attorney notarized in India. However, at the time of negotiation it is mandatory to submit the Power of Attorney executed and issued overseas, legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.



## Form V – Performance Bank Guarantee

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)

Ref.: Bank Guarantee: \_\_\_\_\_ Date: \_\_\_\_\_

Sir,

In consideration of Mussoorie Dehradun Development Authority (hereinafter referred as the 'Client', which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to M/s \_\_\_\_\_ (hereinafter referred to as the 'Survey Agency' which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Client's Contract Agreement No. dated and the same having been unequivocally accepted by the Survey Agency, resulting in a Contract valued at Rs. (in words and figures) for *Selection of Survey Agency to undertake detailed topographical survey and prepare base map for Local Area Plan at Arhat Bazaar and Town Planning Scheme at Thano in MDDA Area* (hereinafter called the 'Contract') and the Client having agreed to make payment to the Survey Agency for performance of the above Contract as per the contract for surveying service against Bank Guarantee to be furnished by the Surveying Agency as security for the performance of the Survey Agency's obligation and/ or discharge of the Survey Agency's liabilities under / and/or in connection with the said contract.

We (Name of Bank) having its Head Office at (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand in writing all amounts demanded by the Client with reference to this guarantee/undertaking to the extent of Rs. \_\_\_\_\_ aforesaid at any time (upto 3% of the contract amount) without any demur, reservation, contest, recourse or protest and/or without any reference to the Survey Agency. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Survey Agency or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee. And the Bank hereby further agrees as follows:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrevocable for all claims of the Client and liabilities of the Survey Agency arising upto and until 12 months from the date of the approval of the [*Surveys and Base Maps of Arhat Bazaar and Thano under LAP & TPS*] on surveying services provided by the Survey Agency provided that the Bank shall upon the written request of the Client made within in 6 (six) months of the said date extend this Guarantee/Undertaking by a further 6 (six) months from the said date, within which the Client may make a demand hereunder.
2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that the Client may now or at any time have in relation to the Survey Agency's obligation/ liabilities under and/or in connection with the said contract and the Client shall have full authority to take recourse to or reinforce this security in preference to the other security (ies) at its sole discretion, and no failure on the part of the Client in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
3. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Survey Agency.

4. Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reasons of any dispute or disputes having been raised by the Survey Agency (whether or not pending before any Arbitrator, Officer, Tribunal or Court) or any denial of liability by the Survey Agency or any other order or Communication whatsoever by the Survey Agency stopping or preventing or purporting to stop or prevent any payment by the Bank to the Client in terms hereof.
5. Notwithstanding anything contained herein:
  - (a) The Bank's liability under this Guarantee/Undertaking shall not exceed Rs.\_\_\_\_\_.
  - (b) This Guarantee/Undertaking shall remain in force upto 12 months from the date of approval of the [*Surveys and Base Maps of Arhat Bazaar and Thano under LAP & TPS*] by the Client.
6. The Bank hereby declares that Shri\_\_\_\_\_ (name and designation of the person authorized to sign on behalf of the Bank) is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

Yours faithfully,

(Signature)

Name and Designation Name of the Bank

Mussoorie Dehradun Development Authority  
Transport Nagar, Saharanpur Road, Near ISBT, Dehradun-248001  
Tel: 0135 – 6603100, 6603102  
E-Mail: [info@mddaonline.in](mailto:info@mddaonline.in)/[pmumdda1@gmail.com](mailto:pmumdda1@gmail.com), Website: [www.mddaonline.in](http://www.mddaonline.in)

**REQUEST FOR PROPOSAL (RFP)**

Mussoorie Dehradun Development Authority (MDDA) invites RFP for selection of Survey Agency to Undertake Detailed Topographical Survey And Prepare Base Map For Local Area Plan At Arhat Bazar And Town Planning Scheme At Thano Area In Dehradun. The eligibility criteria and details are mentioned in RFP which can be downloaded from the official website of MDDA.

RFP completed in all respect shall be submitted on or before latest by 03:00 PM on 23/07/2021

***MDDA reserves the right to accept or reject any proposal or terminate the process at any time without being liable to anyone.***

**Vice Chairman, MDDA**