



Preparation of Base Map and Existing Land use Map for the extended areas of 13 Mandals of Anakapalli District and Merakamudidam Mandal of Vizianagaram District to an area of 2455.48 Sq.km on GIS Platform

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**REQUEST FOR PROPOSAL**

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**JANUARY 2025**

**Tender Inviting Authority**



**Visakhapatnam Metropolitan Regional  
Development Authority (VMRDA)**

Siripuram Junction, UdyogBhavan,  
Visakhapatnam, Andhra Pradesh 530003

S.No	Description	
1	Department Name	Visakhapatnam Metropolitan Region Development Authority (VMRDA), VISAKHAPATNAM
2	Office	The Chief Urban Planner, VMRDA, Siripuram, Visakhapatnam.

3	Bid Number	
4	Tender Subject	
5	Period of work	
6	Tender Type	Open
7	Tender Category	Products
8a.	Bid Security(INR) Refundable	<b>Rs.Lakhs</b>
b.	Bid Proccession Fee(INR )Non-Refundable.	Rs.5 , 9 00/- (Rs5,000/-plusRs.900/-towards GST)
9	Bid Security Payable to	Bid Security amount of Rs. Lakhs shall be paid in the form of <b>Demand Draft / Bank Guarantee Drawn infavor of“ The Metropolitan Commissioner, VMRDA, Visakhapatnam” payable at Visakhapatnam</b> or can pay through electronic Payment Gateway of ICICI/HDFC Banks in online, duly quoting proper Bid Reference No. and other relevant details as required .The bid security DD/ BG shall be drawn From any <b>scheduled Bank</b> only.

10	<b>Transaction Fee</b>	<p>The participating bidder has to pay transaction fee @ 0.03% of the bid quoted price for all works upto Rs.50 Crores, in favor of A.P. Technological services, Government of Andhra Pradesh, Vijayawada mandatorily through the electronic payment gateway as per G.O.Ms. No.13, Dt.5.7.06.</p> <p><b>CorpusFund:</b>In addition, the successful bidder has to pay @ 0.04% of the bid quoted price with a cap of Rs.10,000/- at the time of agreement, towards procurement corpus fund in the shape of D.D in favor of A.P. Technological services, Government of Andhra Pradesh, Hyderabad.</p> <p>The transaction fee and corpus fund is payable to A.P. Technological services, Government of Andhra Pradesh, Vijayawada</p>
11	Schedule uploading date	
12	Pre-Bid Meeting	
13	Response to Pre- Bid Meeting Queries	
14	Schedules downloading start date online	
15	Schedules downloading closing date online	
16	Bid Submission closing date online	
17	Last date for submission of hard copies along with DD/ Online Payment Receipt towards Bid Security to Reach the Employer	
18	Bid submission	OnLine through <a href="http://www.apecurement.gov.in">www.apecurement.gov.in</a>
19	Pre-Qualification & Technical Bid Opening Date (Qualification and Eligibility Stage and Technical Bid Stage)	
20	Price Bid Opening Date (Financial Bid Stage)	<b>On or after at 11.00 A.M.</b>
20	Officer Inviting Bids Address/E-mail id	O/o. Chief Engineer, Visakhapatnam Metropolitan Region Development Authority (VMRDA), Udyog Bhavan Complex, VISAKHAPATNAM, Andhra Pradesh, <a href="mailto:cevudavsp@yahoo.com">cevudavsp@yahoo.com</a>

21	Contact Details/Telephone, Eligibility Criteria	Cell No:, Fax No.0891-2754189
		Metropolitan Commissioner/ Joint Commissioner /Secretary/ OSD-Projects or any officer appointed for the purpose.
22	Procedure for Bid Submission	<p>Bids shall be submitted in online on <a href="http://www.apeprocurement.gov.in">www.apeprocurement.gov.in</a> platform.</p> <p>The participating bidders should register themselves on e-procurement platform in the website <a href="http://www.apeprocurement.gov.in">www.apeprocurement.gov.in</a>.</p> <p>ii) Bidders can login to ape procurement platform in Secure</p>
		Mode only by signing with the Digital certificates.
		<p>The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available.</p> <p>The bidders should scan and upload self-attested copies of all the following documents in support of qualification requirement duly signing on all the statements, documents &amp; certificates uploaded, owning responsibility for their correctness/authenticity:</p> <p>v) For each uploaded document on line, the bidder</p>
		should provide the index of the file names and its
		contents invariably.
		<p>vi) The department will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>vii) The Documents that are uploaded online on e-market place will only be considered for Technical Bid Evaluation.</p> <p>Important Notice to Bidders, Suppliers and Department users:</p> <p>In the endeavor to bring total automation of processes in e-</p>
		Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 5.7.2006, permitting integration of electronic Payment Gateway of ICICI/HDFC Banks with e-Procurement platform, which provides a facility to participating

		<b>suppliers/bidders to electronically pay the transaction fee online using their credit cards.</b>
23	Rights reserved with the Department	<b>VMRDA reserves the right to accept or reject any or all of the tender bids received without assigning any reasons thereof.</b>
24	General Terms and Conditions	<b>As per the tender bid document.</b>

O/o Metropolitan  
Commissioner, VMRDA,  
UdyogBhavan Complex,  
VISAKHAPATNAM,  
Andhra Pradesh Cell:  
7702333591 Fax:0891-  
2754189

## LETTER OF INVITATION

**Visakhapatnam Metropolitan Region Development Authority (VMRDA), Visakhapatnam**  
Siripuram Junction, UdyogBhavan,  
Visakhapatnam, Andhra Pradesh 530003

**Date: \_\_\_th January. 2025.**

To,  
All the prospective bidders,

Dear Sir,

**Sub:-RFP for Base Map and Existing Land Use Map Preparation for the Extended Planning Area of VMRDA (through primary survey of land use and other features and delivering the same in GIS format).**

### 1. Terms of Reference (ToR)

#### I. Background

The Visakhapatnam Metropolitan Regional Development Authority (VMRDA) has initiated the process of preparation of Master Plan and Zonal development plan for Extended Planning Area (2455.48 sq.km which includes 13 Mandals of Anakapalli District and 01 Mandal of Vizianagaram). In this regard, consultancy services are sought from survey and mapping agencies to prepare the base map and existing land use map according to specified guidelines for the Extended Planning Area.

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.

*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.*

#### II. Objective

The main objective of the assignment is creation of base maps through undertaking **DGPS and Topographic Surveys** for Master Plan and Zonal Development Plan preparation in the study area.

The following tasks are envisioned as part of this objective:

1. Collect and collate information on **land parcels/plot boundaries** (at Survey No. level & its sub-division level) and digitization of the same using cadastral maps available at Revenue Village level (to be provided by VMRDA).
2. Establish and fixation of ground control points using DGPS; geo-referencing and overlaying of satellite imagery (0.5m resolution or lower, to be supplied by VMRDA)

3. Detailed Topographic Surveys in study area; collection of information on **base map features and land use** related to study area for creation of base map and existing land use maps.
4. Reconciliation and validation of Revenue Village boundaries according to Land Records, along with certification by the Development Authority as per standard practices

*Note: All survey information shall be prepared in GIS compatible formats (and versions as suggested by client). The Land use classification suggested in 'Formulation of GIS based Master Plan for AMRUT Cities' guidelines, 2016 needs to be adhered to during preparation of base map and land use map and in accordance with G.O. Ms. No. .66 MA & UD Dept., Dt.17.05.2023.*

### **III. Broad Scope of Services:**

#### **The indicative scope of work, which includes, but not limited to the following:**

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.

The assignment shall be carried out in the following parts:

#### **Part A**

1. Preparation of project **Inception Report** showing the detailed methodology. The methodology will be vetted by the VMRDA (or consultant appointed by VMRDA).
2. Collect the relevant secondary information from various agencies for the study area.
3. Identification of existing control points (GCPs) as per AMRUT guidelines, 2016 using DGPS.
4. Detailed Topographic Surveys as per standard practice for TPS and LAP surveys.
5. Detailed land use field surveys in study area.
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 Development Authority as per standard practices.

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

#### **A1 – Survey design and methods**

Survey Agency shall prepare a comprehensive Methodology Report with supervision from VMRDA (or consultant appointed by VMRDA) comprising of detailed understanding of the deliverables, formulation of detailed approach and methodology for timely execution and completion of the project. It includes detailed work plan and workflow 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 VMRDA 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 satellite imagery (to be provided by the Client) at an appropriate level of detailing. Gather information from secondary sources and collate for the study area**

1. Delineation of all administrative boundaries (ULBs/Revenue Village boundary/Mandal/District etc.)

2. Collection of all the relevant land records, and acquisition records etc. from Revenue department for study area for mapping purpose.
3. Incorporate approved layouts data.
4. Compilation of details and marking of areas/uses/structures/permissions already committed/under discussion by VMRDA and/or prior development commitments on map, like structures already granted valid building permissions/CC/OC etc.by relevant Competent Authority and other Government departments. [To be supplied by VMRDA]
5. Integration with other planning initiatives and large-scale infrastructure projects in and around the study area. [To be supplied by VMRDA]
6. Information from utilities and service providers, such as existing and proposed network of 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.
7. Public amenities and infrastructure – schools, hospitals, clinics, parks, playground, wastetreatment areas, market yards etc.
8. Disaster resilient plans and proposals – flooding information, landslideprone areas, CRZ, cyclone/flood shelters and resilient mechanisms already planned. [To be supplied by VMRDA]
9. Plans and proposals with respect to Smart City, tourism related development, or any other state-initiated projects in general related to study area and surrounding region. [To be supplied by VMRDA]
10. Railway and Airport expansion project plans and proposals. [To be supplied by VMRDA]
11. ULBs plans and proposals. [To be supplied by VMRDA]
12. Other relevant details [To be supplied by VMRDA]

#### A3 – Identification of existing ground control points (GCPs)as per AMRUT guidelines, 2016.

- a. 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  $\pm 3\text{cm}$ .
- b. 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, other transport related details etc. Existing details (and proposed alignments) shall be captured.
2. Water bodies – ponds, lakes, reservoirs, 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. Utilities and services – HT power transmission lines, substations/transformers, solid waste management systems (points and areas) , public conveniences ,other public facilities, transit stops such as bus bays and shelters, busstops, railway station entrances, auto-rickshaw stands, on-streetparking



provisions (demarcated and non-demarcated), water supply lines, sewerage and drainage lines etc and all other visible installations situated above ground.

4. Ground elevation levels at every 0.5 m contour level.
5. 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.
6. Any other relevant details required for the planning projects.

#### A5 – Base maps Preparation

1. Survey Agency shall prepare base map for the study area by over laying primary topographic surveys with collated secondary information details provided by Client (satellite imagery). All the drawings shall be prepared in 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:

- a) As required, fix horizontal control points with DGPS.
- b) Running traverse with total stations between horizontal control points established by DGPS.
- c) Fixing of vertical control points (BM Pillars) by double run levelling by connecting GTS Bench Marks (BM) available in the vicinity of Project Sites.
- d) Detailed topographic survey for collection of field details using total station and/or any other methods as approved by Client.
- e) Submission of detailed survey data (including raw data) in MS Excel with clear code scheme for different features; SDR or equivalent format and version as suggested by Client; GIS database with X, Y, Z co-ordinates in format and version as suggested by Client.
- f) 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 GIS, there conciliation, 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, acquisition records etc. from the respective Government departments such as Revenue, Irrigation, Forests, PWD, ASI 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 CRZ, Protected monuments, Irrigation and Forest land boundaries.
3. 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.
4. The entire process of survey & preparation of Base Map & Existing Land use shall be supervised by the finalised Consultant for the Master Plan preparation on behalf of VMRDA and shall be submitted as per the satisfaction of the Authority.

## 2. 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	<b>Task A1:</b> Survey design and methods	Survey Agency shall prepare a comprehensive Methodology Report with supervision from VMRDA (or consultant appointed by VMRDA) comprising of detailed understanding of the deliverables, formulation of detailed approach and methodology for timely execution and completion of the project. It includes detailed work plan and workflow 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 VMRDA and any modifications suggested shall be incorporated by Survey Agency into a revised report (before carrying out the survey work on ground).	10%	10 Days	D+10
2	<b>Task A2:</b> Collect and map the information from satellite imagery (to be provided by the Client) at an appropriate level of detailing. Gather information from secondary sources and collate for the study area	Mapping exercise with complete information on administrative boundaries, incorporation of land records, physical infrastructure layouts/network, social infrastructure, infrastructure related to climatic hazards, tourism, Smart City Mission, future proposals in the study area etc.	15%	50 Days	D+60

Stage	Activity	Deliverables	Percentage of Total Cost Payable	Timeline for Stage	Timeline from Date of signing of contract (D)
	<b>Task A3:</b> Identification of existing ground control points (GCPs) as per AMRUT guidelines, 2016.	DGP survey with adequate tolerance commensurate to the scale of the proposed study.			
3	<b>Task A4:</b> Detailed Topographic Surveys and relevant information to be collected	Incorporation of detailed inventory for road network through primary survey; surface water bodies, utility network both above and below the ground; surface elevation at an interval of 0.5m; other information relevant to planning projects	15%	30 Days	D+90
4	<b>Task A5:</b> Base maps Preparation	Survey Agency shall prepare base map for the study area by overlaying primary topographic survey data with collated secondary information details provided by Client (satellite imagery). All the drawings shall be prepared in GIS compatible format (versions as suggested by client). Final base maps should include all the information collected from topographic and other surveys and secondary information collated and as per the requirements in G.O Ms.No.66 MA&UD Dt.17.05.2023  Payment Post review of base map based on Client's feedback.	15%	30 Days	D+120
5	<b>Task A6:</b> Existing Landuse Map preparation	Survey Agency shall prepare Existing Landuse Map as per the provisions in the APMRUDA Act 2016 and other Rules in force	20%	60 Days	D+180

Stage	Activity	Deliverables	Percentage of Total Cost Payable	Timeline for Stage	Timeline from Date of signing of contract (D)
6	On obtaining completion certificate from VMRDA regarding satisfactory completion of the assignment.		20%		
7	Post Approval of Master plan		5%		

Note: The payment shall be made only after verification and satisfaction of the Authority.

#### **b) Reports and Drawings**

1. All the final drawings (4 sets) in suitable scale for Master Plan/Zonal Plan shall be prepared by the Survey Agency and submitted to Client in hard copies in accordance with the guidelines issued in G.O. MS.No.66, MA & UD Department, Dt.: 17.5.2023.

2. 4 soft copies of all the final reports, documents, drawings (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 at each stage of submission. The attributes should include but not be limited to survey number, sub division, area as per village Records of Rights (RoR), ownership, tenure, areas as per topographic survey, etc.

#### **2.1. Procedure for Monitoring and Review of Assignment**

The Survey Agency will be required to make the presentation before the reviewing committee formed by Metropolitan Commissioner, VMRDA having members from VMRDA, 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 VMRDA shall vet the survey drawings and maps presented by Survey Agency. Payment to be given after the satisfaction of the authority.

#### **2.2. Custody of Drawings, Reports, Data, etc.**

Original drawings, maps, 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 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.

### **2.3. 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 and reports 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.

### **2.4. 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.

### **2.5. 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 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.

### 3. 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 practice, 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.

### 4. 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.

## 5. 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.

The RFP document comprises:

Section I	Instructions to Bidders
Section II	Technical proposal – Standard Forms, Covering letter
Section III	Financial proposal – Covering letter

## Section I: Instructions to Bidders

### I. Introduction

1. Visakhapatnam Metropolitan Region Development Authority (VMRDA) henceforth referred as Client/VMRDA ,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 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 VMRDA 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 Master Plan/Zonal Plan preparation for Extended area of VMRDA" as per guidelines, in coordination with VMRDA 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 VMRDA website. Bidders shall submit Bid Document Fee for Rs.5000/- (Rupees Five thousand Only), in form of demand draft in favour of "The Metropolitan Commissioner, VMRDA, Visakhapatnam" payable at Visakhapatnam or can pay through electronic Payment Gateway of ICICI/ HDFC Banks in online including all taxes duly quoting proper bid reference and other relevant details as required. 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. BID PRICE

The Approximate Estimate Contract value of Work is fixed as Rs One Crore Twenty Seven Lakhs Seventy Thousand Only( Rs.1,27,70,000/-) . The Quotable bid price should be less than the Estimate Contract value of Work and shall be paid in Indian Rupees (INR) only. VMRDA reserves the right to cancel/withdraw the IFB without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of VMRDA consequently.

### V BID SECURITY (Refundable)

Bid Security amount of Rs. Two Lakhs Fifty Thousand only (Rs.2,50,000/-) shall be paid in the form of Demand Draft / Bank Guarantee Drawn in favor of "The Metropolitan Commissioner, VMRDA, Visakhapatnam" payable at Visakhapatnam or can pay through electronic Payment Gateway of ICICI/HDFC Banks in online , duly quoting proper Bid Reference No. and other relevant details as required . The bid security DD/ BG shall be drawn from any scheduled Bank only.

### VI. 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.

### VII. Communication

All communications should be addressed to:

The Metropolitan Commissioner,

Visakhapatnam Region Development Authority (VMRDA)

9<sup>th</sup> Floor, UdyogBhavan, Siripuram Jn., Visakhapatnam-530003

Tel: 0891-2868200, 0891-2754133, Fax: 0891-2754189

Email: [mcvmrda@gmail.com](mailto:mcvmrda@gmail.com)

The Official Website of the Authority: [www.vmrda.gov.in](http://www.vmrda.gov.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 to Prepare Base Map and Existing Landuse Map for Master Plan/Zonal Development Plan preparation for Extended area of VMRDA"



## VIII. 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 what so ever.
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.**

### A. Pre-qualification:

The survey and financial pre-qualification for potential agencies are presented below:

S. No.	Criteria	Minimum quantity
1	Average audited turnover of Lead Bidder for last 3 financial years validated by a registered Chartered Accountant.	INR. 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.	100 sq.km
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 of at least 50 sq.km)

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 (max.)
A1	Experience of completing site surveying works for an area of: i. More than 75 sq.km ii. 2.5 point for every additional 25 sq.km. <b>(max.5points)</b>	5.0
A2	Experience of completing Government assignments: Survey with land ownership mapping/cadastral mapping (reconciliation, validation, and certification) in Agricultural land areas / non-agriculture land areas (urban areas) <ul style="list-style-type: none"> <li>• More than 75 sq.km</li> <li>• ii. 2.5 point for every additional 25 sq.km <b>(max.15points)</b></li> </ul>	15.0 (max.)
A3	Experience of completion of demarcation on ground of final plots and alignment of services in similar Assignment <ul style="list-style-type: none"> <li>• Demarcation of final plots on ground min 25 sq.km (5 points)</li> <li>• 0.5 points for every additional 5 sq.km or part thereof <b>(max 5 points)</b></li> </ul>	10.0
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
B2	Project Approach and Methodology (Presentation)	10.0
B3	Work Plan for timely execution of the work within the allocated time (Presentation)	5.0
C	Qualifications and Competence of Key Professional Staff for the Assignment	40.0 (max)
C1	Team Leader (Professional Experience: 15-20 yrs-10 points; >20yrs: 15 points)	15.0
C2	Head Surveyor (Professional Experience of degree holders: 10-15 yrs-5 points; >15 yrs:7marks In case of diploma qualification, additional 2 years of experience is required that of graduate degree holder)	7.0
C3	Surveyors (Professional Experience of degree holders: 8-12 yrs.: 3 points; >12yrs: 4points In case of diploma qualification, additional 2 years of experience is required than that of graduate degree holder)	6.0
C4	Land Records Expert Revenue Officer: 6 points; Others: 3 points	6.0
C5	GIS Analyst Degree in GIS/Remote Sensing	6.0
	<b>Total points</b>	<b>100</b>

## B. Presentation

1. The Bidders shall have to submit their presentation for Technical Evaluation on Adequacy of Proposed Work Plan and previous works undertaken 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.

**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.

**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 above for performing the assignment as and when intimated by Client during the Evaluation Process.

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

1. After the evaluation of Technical Proposal is completed, VMRDA 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/Negotiations for the purpose of signing an Agreement.

### **2. 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. In the event of disqualification, Client shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to Client for, inter alia, the time, cost and effort of Client including consideration of such Bidder's Proposal, 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 interest 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.

### **3. 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.

### **4. 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.

### **5. Acknowledgement by Bidder**

I. 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.

II. 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.

### **6. 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.

### **7. 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.

### **8. 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. VMRDA 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.

### **9. 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.

### **10. Proposal Due Date**

Proposal should be submitted on or before date and time as mentioned in schedule of selection process at **e-tendering website** ([www.apeprocurement.gov.in](http://www.apeprocurement.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.

### **11. Late Proposals**

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

### **12. 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.

### **13. 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 may, unless it consents to extension of time for submission thereof, forfeit the EMD of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Client on account of failure of the Selected Bidder to acknowledge the Letter of Award, and the next Bidder may be considered.

### **14. Execution of Agreement**

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

### **15. 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 10% 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.

#### 16. Pre-Bid Meeting

Pre-Bid Meeting of the Bidders shall be conducted by Client in accordance to the 'Key Dates and Information' at the designated date, time and place i.e. on        **2025, 1500 Hrs. (IST) at Visakhapatnam Metropolitan Region Development Authority (VMRDA)**, Conference Hall, 3<sup>rd</sup> Floor, UdyogBhavan, Siripuram Junction. All the important matters will be briefed to the interested agencies during the "Pre-bid meeting to be conducted on dt.27.01.2025", before submission of bids. All the interested parties shall attend Pre-bid meeting in order to familiarize themselves on the scope of the project

#### 17. Miscellaneous

1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Visakhapatnam 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 II: 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 map for Master Plan/Zonal Plan preparation for Extended area of VMRDA.**

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 Master Plan/Zonal Plan preparation for Extended area of VMRDA'.

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:

- EMD, 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 2023-24:

FY 2022-23:

FY 2021-22:

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

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

#### Notes:

1. Details of only similar assignments may be provided above. 'Similar Assignments' may refer to Perspective Plans, Master Plans/ Comprehensive Development Ps and, Zonal Development Plans and other tasks such as spatial planning for new town / industrial township / infrastructure provision / transit-oriented development / central business district etc.
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.

#### E – 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 Master Plan/Zonal Plan preparation for Extended area of VMRDA.**

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 Master Plan/Zonal Plan preparation for Extended area of VMRDA. The proposal is unconditional and unqualified.

1. I/We acknowledge that the VMRDA 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 VMRDA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of VMRDA 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/nongovernment 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 VMRDA 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 - 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 sq.km):
  - b. Land / property ownership mapping (describe and provide area in sq.km):
  - c. Demarcation on-ground of final plots (describe and provide area in sq.km):
  - 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 III - Team Composition**

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

**Form IV – 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 5 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 III: 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 Master Plan/Zonal Plan preparation for Extended area of VMRDA**

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 Master Plan/Zonal Plan preparation for Extended area of VMRDA.

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 Qty.	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 the project area under VMRDA	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	Identification of each control point					
		Fixing of each location					
	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. Base maps creation based on primary and secondary sources.	Sq.km					
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 Master Plan/Zonal Plan surveys.	Sq.km					
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 agency shall be borne by 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 sq.km (Part A + Part B)** shall be considered.

Signature –

Full Name -

### Form III – Financial Proposal

Sr. No.	Description	Cost per sq.km (INR)	Amount Words	in
1.	To Undertake Detailed Topographical Survey and Prepare Base Map and existing land use Map for <i>Master Plan/Zonal Plan preparation for Extended area of VMRDA</i>			
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 VMRDA, 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 VMRDA 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 VMRDA.

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 VMRDA (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 Master Plan/Zonal Plan preparation for Extended area of VMRDA*** (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 10% 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 Extended Area of VMRDA*] 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 Extended Area of VMRDA] 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:

*[Handwritten signatures and dates]*  
JPO 28/1/25  
Apo 28/1/25  
PO 28/1/25  
CUP