

**eTender for Selection of Agency  
for  
Generation of Resurvey Maps  
in  
33 Districts of Bihar**



**Directorate of Land Records & Surveys**

Department of Revenue & Land Reforms

Main Secretariat, Patna (Bihar)

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## IMPORTANT NOTICE

### THIS TENDER DOCUMENT IS NOT TRANSFERABLE

Bidders are advised to study the tender document carefully. Submission of response shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

The response to this tender should be full and complete in all respects. Incomplete or partial responses are liable to be rejected.

The bidder shall bear all costs associated with the preparation and submission of the response, including cost of demonstration, benchmarking and presentation for the purposes of clarification of the responses, if so desired by Directorate of Land Records & Surveys (DLR&S).

DLR&S will in no case be responsible or liable for above specified costs, regardless of the conduct or outcome of the short listing process.

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The terms in the following categories are used interchangeably and their derivatives are synonymous within each category:

- a. Bidder, Company, Agency, Vendor, Supplier, Survey Agency, Survey Partner,
- b. Equipment, Instrument, Software, Product, Application, System, Sub System, Solution
- c. Directorate of Land Records & Surveys, DLR&S, GoB, Purchaser

## List of Abbreviations

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Abbreviation	Full Form
BSEDC	Bihar State Electronics Development Corporation
DGPS	Differential Global Positioning System
DOS	Department of Space
EMD	Earnest Money Deposit
ETS	Electronic Total Station Machine
GCP	Ground Control Points
GIS	Geographic Information System
GOB	Government Of Bihar
GOI	Government Of India
GPS	Global Positioning System
INR	Indian Rupees
ISO	International Organization for Standardization
LIS	Land Information System
LRMS	Land Record Management System
OEM	Original Equipment Manufacturer
RDBMS	Relational Database Management System
RFP	Request For Proposal
ROR	Records of Right
SLA	Service Level Agreement
SOI	Survey of India

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## 1. INSTRUCTIONS TO BIDDERS

The Department of Revenue and Land Reform, Government of Bihar requires the services from perspective bidder or through Joint venture or through Consortium who are engaged in Survey & GIS work in using modern technology (through Differential Global Positioning System (DGPS) & Electronic Total Station, (ETS) etc and are not blacklisted by any of the Government department in India. The agency is expected to conduct the resurvey of 33 Districts of Bihar ( Excluding Nalanda, Saran, Bhagalpur, Munger and Sheikhpura) to produce map with accuracy as stated in the NLRMP guideline. The prospective bidder or consortium shall be required to complete the Digitization of Record of Right under the project.

In order to bring the recent advancements in the geo- spatial industries in the process of storing, using and management of land records, upcoming enterprise web based Geographical Information System, DLR&S wishes to outsource the job of Survey of above 33 Districts and preparation of Digital Land Parcel Map to be used in its upcoming enterprise web based Geographical Information System.

After evaluation of the technical tender documents, qualified and short-listed vendors would be invited for the technical presentation. The bidders are advised to study the [tender](#) Document carefully. Submission of technical tender documents shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

Tender document should be uploaded on [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in), not later than the date and time laid down, in the Section 2 - Schedule of Events of Tender document.

technical tender documents can be downloaded from [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and from [www.lrc.bih.nic.in](http://www.lrc.bih.nic.in). Bidders are advised to download this document & upload the document as per instructions given in NIT.

**Directorate of Land Records & Surveys, Bihar**  
**Department of Revenue & Land Reforms, Govt. of Bihar, Main Secretariat, Patna**  
**(Bihar)**

<b>2. SCHEDULE OF EVENTS</b>		
<b>Sl. No.</b>	<b>Events</b>	<b>Details</b>
1.	Issue of the bid	Downloadable form website (www.prdbihar.org & www.lrc.bih.nic.in) on all working days starting from 12-09-12 to 14-10-12 upto 3:00 pm
2.	Pre Bid conference	Date :- 18-09-2012 Time:- 11:00 AM
3.	Last date for submission of bid	Up to 5 pm on 15-10-2012 www.eproc.bihar.gov.in
4.	Submission of Hard Copies of Demand Draft paid against Form Fee and Earnest Money.	On 16-10-2012 up to 5 P.M. only.
5.	Send and Contact details for any clarification	<b>Directorate of Land Records &amp; Surveys</b> Department of Revenue & Land Reforms Main Secretariat, Patna (Bihar) Pin Code - 800015 Tel No. 0612-2217108 Fax No. - 0612-2217107 E-mail - <b>directorlrs@gmail.com</b>
6.	Date till which the bid shall be valid	90 days from the date of opening of the bid.
7.	Opening of technical bid by Technical Advisory Committee in official chamber of Director, Land Records & Survey, Bihar, Main Secretariat, Patna - 15	On 17-10-2012 at 11:00 AM
8.	Presentation by bidder on digitization of one sheet of survey map	Date to be communicated later on
9.	Publishing of Result of successful bidder	The information to successful bidders will be provided through official mail/fax and will also be published on website (www.prdbihar.org & www.lrc.bih.nic.in)
10.	<b>Any Information Regarding e-Tendering</b>	<b>www.eproc.bihar.gov.in</b> <b>Help Room</b> - Plot No. - M/22 Bank of India Compound, Road No. 25, Sri Krishna Nagar, Patna - 800001 Mobile No. - 9939035696 Telephone No. - 0612 - 2523006

**Note :- The department shall not be responsible for non-receipt/non-delivery of the bid due to any reason whatsoever.**



### 3. PROJECT OVERVIEW

The land is our most valuable resource. It is indeed much more than this as it is the means of life without which we could never have existed and on which our continued existence and progress depend. Hardcopy and digital maps are the media in which the nature, extent and position of land and resources can be described and result in a firm foundation for their orderly and systematic conservation and development. A well-made map is an accurate scale model of the land surface which when presented in two dimensions at a sufficiently large scale, can be used to indicate any point on the land with accuracy.

An accurate large-scale map is the only sound basis for a record of such rights, privileges, duties and responsibilities. No system of registration of rights can be effective and efficient without a suitable map with appropriate attribute information. No great work of engineering, no orderly development of agricultural, forest or mineral resources, no schemes for town or country planning can be prepared and executed without maps on large scales and of high accuracy.

Cadastral is a technical term for a set of records showing the extent, value and ownership of land. In other words, a cadastral is a record of areas, values of land and ownership of landholders. The cadastral serves a ready means of precise description with identification of particular pieces of land and it acts as a continuous record of rights in land. A proper system of cadastral survey and registration of rights is the essential basis of a real understanding of the agrarian situation in a country and instrumental in planning of agrarian reform. Generally these reforms require change of existing rights in land (e.g. resettlement, expropriation of landlords, amalgamation or subdivision of holdings, consolidation of fragmented holdings, etc.). The existence of accurate maps and of an unimpeachable record of rights greatly assists and renders more efficient public services connected with the land. This is especially true for taxation, irrigation, drainage and flood control, and of the preparation of agricultural and agrarian statistics of all kinds.

Large-scale maps are of the greatest assistance in the preparation of inventories of natural resources in land, water, and vegetation which are essential to planned agricultural development. Such maps are also necessary in the carrying out of detailed geological, soil productivity, land use, erosion, farm management and other surveys and classifications in connection with agricultural development. No major project of agricultural engineering (irrigation, drainage, flood control, electrification, soil conservation, etc.) is possible without very accurate large-scale maps of the area affected. The orderly investigation, conservation and exploitation of forest resources demand the proper mapping of forest areas, and maps are even more important in all schemes of reforestation or afforestation.

Besides the economic, fiscal, agrarian, scientific and administrative uses suggested above, there is a growing demand for maps and plans of all kinds for recreational purposes, for air travel, for the use of tourists, in connection with historical, archaeological or artistic studies, for commercial and industrial purposes and in educational work at all levels.

GoB understood all the above scenarios for better governance and planning for **resurvey of 33 districts** by using modern technology and equipment like Differential GPS, Total Stations etc. These modern equipments not only provide accuracy but require less time as compare to traditional survey and help in preparation of coordinate based cadastre with ease.

Entire resurvey data with the help of above technologies will be transferred to the computer systems in different layers / themes/ features of standard RDBMS. Digital map in coordinate system will be used as one of the input to create LIS. Hence creation of coordinate based digital map is needed.

Thus the Survey agency is expected to provide the updated accurate resurvey digital maps. These maps will be used for further activities like Integration with registration and land record management system for Conclusive titles, Registration & Mutation, designing of irrigation systems and flood forecasting, Integration with Decision Support System etc. Therefore the output shall be in open format digital data that would enable it to be exported electronically to the irrigation system design and other software packages without necessitating any proprietary software.



## 4. Objective of the project

The objective is to complete the resurvey of land parcels in 33 districts and prepare new digital maps and integrate with finally published Record of Right.

### (a) Broad scope of the project

Government of India has stated and clearly mentioned the process for cadastral survey/resurvey and GIS mapping in which the scope shall include the following methods. Department shall follow the guideline mentioned under NLRMP and one process shall be freezed based on the suitability of district. Survey of 33 Districts of Bihar and preparation of digital Land Parcel Map using any of the following methods or any combination of the following methods as proposed by the vendor under NLRMP guidelines: (Option of selection of methods lies with the Dept.)

### (b) Using Aerial Photos:

#### The scope shall include

- Acquisition of Aerial Photos using digital cameras of adequate resolution to achieve required accuracy levels
- The complete post processing of aerial photos required for achieving the required accuracy levels like applying Geometric Corrections and Radiometric Corrections including Aerial Triangulation, Digital Elevation model/ Digital terrain model generation, if required, establishment of Ground Control Points, Orthorectification, ground truthing, all ground survey required for post processing and any other processing required for achieving the required accuracy levels.

Ortho-rectification, ground truthing, all ground survey required for post processing, DEM/DTM generation, if required and any other processing required for achieving the required accuracy levels.

**(c) Using Ground/Field Methods**

- Ground survey using any methods or combination of methods like Electronic Total Station, DGPS, High precision Laser Distometer etc. required for achieving the required accuracy levels.
- All post processing required for the data collected using ground methods.

Preparation of digital Land Parcel Map ready to be used in a GIS with the following accuracy levels. Vendors are required to number the parcels with a scheme prescribed by the department.

Sr. No	Type of Area	Target Scale of Maps	Maximum on- ground error on linear distance
01	Agricultural Land in District.	1:4,000	+/- 20cm or 0.25%, whichever is smaller
02	Abadi Land in Village Area	1:1,000	+/- 10cm or 0.25%, whichever is smaller
03	Town / Urban Area	1:500	+/- 5cm or 0.25%, whichever is smaller

Sr. No	Total No. of District	Area in Sq. Km (Approx)
01	33	85225

**(d) Steps to be followed**

Bidders are required to follow certain steps while executing the Survey/resurvey project strictly as per the NLRMP Guideline, Technical Manuals and MIS.

**(E) Deliverables**

1. Digital map has to be in \*.shp format (in CD/DVD)
2. One hard copy print of every village (In 150 GSM of A0 size)
3. Metadata of all the details.
4. Ground Control points
  - a. The location and ID's of all the CPs need to be maintained in GIS form
  - b. The co-ordinate list need to be maintained in both system (Lat/Long and UTM)
5. Creation of Plot No as per Revenue manual.
6. One report of area detail for every land parcel.
  - 
  - Some of the required report shall be finalized in discussion with the department and Bidders in due course of time.

## 5. Scope of Work

### (a) Background

Maps and Khatiyans have been created initially by the survey & settlement office of the revenue department in Bihar for deciding ownership and boundaries of land or property. The process of defining and determining land in favor of an owner is survey & registry of the land.

### (b) Rate Contract

Director, Land Records and survey, Government of Bihar can empanel and engage more than one bidder for the similar type of work at lowest rate discovered through tender process. At the same time DLRS may also award more than one District to any one of the empanelled Bidder.

### (c) Present Scenario

In the present scenario government goes for survey of the land by establishing camp at anchal level. Method used for this land survey is traditional chain method. Cadastral survey was conducted in Bihar much before independence. Existing land records are maintained **on paper supported by cloth**. This medium has preservation, updating and retrieval problems. Due to these Problems State wants to prepare digital maps after conducting complete survey/resurvey by using latest technique of GIS & Survey. The Government of India has already taken initiatives through NLRMP in this concern. NLRMP has directed for fresh survey of land parcels by using latest GIS & Surveying techniques. Issues in the current methodologies

1. It takes more time to complete
2. Lesser accuracy
3. Fresh survey has to start from scratch
4. It increases the no of cases for Khanapuri
5. Cost too much to the government
6. Requirement of manpower are more

7. Difficult to manage no of map sheets manually and its reproduction
8. Integration of land parcel can be done by only manual method.
9. limited access of map sheets
10. Difficult in various development planning

**(d) Project objective**

The objective of this project is to conduct survey and prepare digital Maps of districts selected under NLRMP in Bihar. First Phase will involve survey/resurvey through modern techniques for delivery of Land information through a single window delivery at the Anchal level, later can be upgraded in the web based solution by the Revenue department of the State government in a nominal cost & time.

- Key objectives of the Land Information System (LIS) are:
  - 1) It will provide desktop solution to land and revenue Department.
  - 2) Availability of maps at the Anchal level.
  - 3) Completion of land survey in lesser time with more accuracy.
  - 4) Future updates can be done over new digital map.
  - 5) Khanapuri can be completed easily with minimal cases of protest by the land owner (Rayiat).
  - 6) Increasing of transparency in the department.

**(e) Expectations from the Bidders**

The objective is to prepare quality Digital Map which can be integrated with existing land record application. The digital Map has to be prepared through latest GIS and Survey techniques. Digital map need to be prepared by using the following method described below

**(f) Rejection of Bid**

Any effort by a Bidder to influence the Client in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

## 6. Award of Contract

**(a) Client's right to accept any Bid and to reject any Bid or all Bids**

The Client reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time before the contract award, without thereby incurring any liability to the affected Bidder or Bidders.

**(b) Notification of Award**

Before the expiry of the period of validity of the proposal, the Client shall notify the successful Bidder on website, in writing by registered letter or by fax, that its bid has been accepted. The Bidder shall acknowledge in writing receipt of the notification of award and will send his acceptance to enter into agreement within seven (7) days.

**(c) Signing of agreement**

The notification of the award shall constitute signing of the agreement. However, the DLRS, Bihar may negotiate certain terms with successful Bidder before signing of the agreement. The signing of agreement will amount to award of contract and bidder will initiate the execution of the work as specified in the agreement.

**(d) Discharge of Bid Security**

Upon the successful signing of the agreement, DLRS shall promptly request the Bidder to provide performance guarantee. On receipt of the performance guarantee DLRS shall prepare the contract agreement and discharge the bid security to unsuccessful bidders.

**(e) Expenses for the Contract**

The incidental expenses of execution of agreement / contract shall be borne by the successful bidder.

**(f) Failure to abide by the Agreement**

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the DLRS with such penalties as specified in the Bidding document and the agreement.

**(g) Performance Guarantee****Period for Furnishing Performance Guarantee**

Within 21 days of the receipt of notification of award from the Client, the successful Bidder shall furnish the Performance Bank Guarantee from the nationalized bank only at the rate of .....% of total value of the contract in accordance with the Conditions of Contract, in the form of Bank Guarantee in favour of **“Director, Land Records & Survey”**, Bihar, Patna. The bid security submitted by the successful bidder shall be discharged/returned after submission of Performance Bank Guarantee.

**(h) Terms of Payment**

In consideration of the Services performed by the Bidder under this Contract, the Department shall make to the Bidder such payments and in such manner as provided in this Clause.

The payments made during the Contract shall be account payee only. The adjustments of advance payment against Part-I and Part-II payment due to the Bidder will be subject to the fulfillment by the Bidder of all its liabilities and obligations under the Contract

**7. Quality Assurance**

Since these survey records will form the basis of the conclusive titling system, they must be prepared with utmost care and accuracy. Hence, the Department concerned with survey and settlement will be responsible for ensuring 100% quality check at each stage of the preparation of the survey records and the responsibilities for this checking must be clearly spelt out among the Departmental officials. The survey and settlement office shall carry out 100% checking as stipulated in the State Act/manuals. A strict view should be taken where too many errors are found un-checked in the survey records. A comprehensive quality control program for ensuring the quality of data has to be followed based on the criteria provided and permissible accuracy. The measure of accuracy derived based on the allowable limits would fall under one of the following heads, viz., physical accuracy and logical accuracy.



## 8. EVALUATION CRITERIA

Following are the Evaluation criteria for technical tender document.

SN	EVALUATION CRITERIA	TM									
1	<p><b>Company Competitiveness</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a.</td> <td>Quality Management &amp; Accreditation (Quality Certificates e. g. Relevant ISO/CMM)</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">b.</td> <td>           Experience in GIS Mapping &amp; Survey Work Using Modern Technology           <ul style="list-style-type: none"> <li>- for minimum 3 yrs - (10)</li> <li>- between 3 to 5 yrs - (15)</li> <li>- more than 5 yrs - (20)</li> </ul> </td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Sl. No.	Particulars	Points	a.	Quality Management & Accreditation (Quality Certificates e. g. Relevant ISO/CMM)	5	b.	Experience in GIS Mapping & Survey Work Using Modern Technology <ul style="list-style-type: none"> <li>- for minimum 3 yrs - (10)</li> <li>- between 3 to 5 yrs - (15)</li> <li>- more than 5 yrs - (20)</li> </ul>	20	25
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b.	Experience in GIS Mapping & Survey Work Using Modern Technology <ul style="list-style-type: none"> <li>- for minimum 3 yrs - (10)</li> <li>- between 3 to 5 yrs - (15)</li> <li>- more than 5 yrs - (20)</li> </ul>	20									
2	<p><b>Human Resources</b></p> <p>Total Resources working in the organization (min 80 on rolls) and Total Resources (min 40 on rolls) in GIS Mapping &amp; Survey work.</p>	10									
3	<p><b>Number of Survey &amp; GIS Mapping Projects Using Modern Technology completed by the Bidder</b></p> <ul style="list-style-type: none"> <li>• Either Three projects of the value of 50 lakhs or covering an area of 500 to 1000 sq. km (5)</li> <li>• Either Five projects of the value of 50 lakhs to 1 Cr or covering an area of 1000 to 3000 sq. km (10)</li> <li>• Either Six and above Similar Projects of the value of more than 1 Cr. or covering an area of more than 5000 sq km (15)</li> </ul>	15									

SN	EVALUATION CRITERIA	TM
4	<p><b>Number of ongoing Survey &amp; GIS Mapping Projects Using Modern Technology by the Bidder</b></p> <ul style="list-style-type: none"> <li>• Either Three projects of the value of 50 lakhs or covering an area of 500 to 1000 sq. km (5)</li> <li>• Either Five projects of the value of 50 lakhs to 1 Cr or covering an area of 1000 to 3000 sq. km (10)</li> <li>• Either Six and above Similar Projects of the value of more than 1 Cr. or covering an area of more than 5000 sq km (15)</li> </ul>	15
5	<p><b>Financial Status of the company (Of the Prime Bidder)</b></p> <ul style="list-style-type: none"> <li>• Bidder making profit with a cumulative turnover of over 200 Cr during last 3 years (10)</li> <li>• Bidder making profit with a cumulative turnover of Over 250 Cr for the last 3 years (15)</li> <li>• Companies making profit with a cumulative turnover of 300 Cr for the last 3 years (20)</li> </ul>	20
6	<p><b>Single Work Order of value from a Govt. Deptt./ PSU</b></p> <ul style="list-style-type: none"> <li>• a project involving the GIS mapping &amp; survey in it with single work order worth up to 1 Crore (10)</li> <li>• a project involving the GIS mapping &amp; survey in it with single work order worth above 1 Crore (15)</li> </ul>	15

### 9. Assessment of Document

Documents will be evaluated by the Technical Advisory committee. Bidder/s is requested to provide the name and telephone numbers of the contact person.

### 10. Selection Criteria

Those bids that have scored minimum criteria of 70% shall be intimated through mail and/or phone.

## **11. Technical Presentations**

The short listed companies will have to present their proposals with detailed explanation of methodologies in the form of a presentation during discussion session as per the requirement of department on a given date.

***Note: - DLRS reserves the right to accept or reject any or all responses without assigning any reason.***

## 12. CHECK-LIST FOR RESPONSE

The interested survey agencies having such experiences are invited to furnish a proposal in a format as outlined below in order to achieve the objective of maintaining uniform proposal structure from all the Firms:

<b>Check List for Submission Of Tender</b>		
<b>Evaluation will be done as per the information provided in the document attached with tender. Bidder may disqualified, if required documents are not attached properly.</b>		
<b>NAME OF THE CONTRACTOR/BIDDER</b>		
<b>ADDRESS OF THE CONTRACTOR/BIDDER</b>		
Sl. No.	Discription	
1	Letter of submission of the proposal the company's letter head (Annexure - A)	
2	Organization Profile (Annexure - B)	
3	Human Resource available in the company (Annexure - C)	
4	Any other information- in case the firms desires to furnish in this section, the firm may furnish details about technical capability, capacity, market etc in undertaking similar nature of works. Firm may also submit any other information they desire to furnish on his own to supplement his capabilities. (Annexure - D)	

5	Experiace Certificate-(a)-Outline of the previously completed projects information(b)-ongoing projects information(c)-project being done for Govt(Annexure - E)	
6	Check-list for other details. (Annexure - F)	
7	Affidavit (Annexure - G)	
8	REGISTRATION WITH SALES TAX DEPARTMENT	
9	REGISTRATION FOR SERVICE TAX WITH CENTRAL EXCISE DEPARTMENT	
10	REGISTRATION UNDER LABOUR LAWS CONTRACT ACT	
11	REGISTRATION WITH ANY GOVT/DEPARTMENT/PUBLIC SECTOR UNDERTAKING	
12	AUDITED BALACE SHEET FOR LAST 3 FINANCIAL YEAR	
13	HUMAN RESOUC E /CAPABILITY TO EXECUTE THE PROJECT	
14	LEGAL AND VALID DOCUMENT REGARDING FORMATION OF CONSORTIUM	
15	UNDERTAKING REGARDING NOT BEING BLACKLISTED BY ANY GOVT OR DEPARTMENT	
16	IT ST CLEARANCE CERTIFICATE	
17	WORK METHEDOLOGY	
18	Quality Management & Accreditation (Quality Certificates e. g. Relevant ISO/CMM)	

Contact details for any clarifications and Submission of EOI:

**Director Land Records & Surveys**

Department of Revenue & Land Reforms

Main Secretariat, Patna (Bihar)

PIN Code - 800015

Tel No: - 0612-2217108

Fax No: - 0612-2217107

E-mail: - directorlrs@gmail.com

**Response to all queries / clarifications will be through email & website mentioned in this document.**



**13. ANNEXURE A - (Letter of submission)**

The application form is required to be submitted on the company's letter head. The format of application form is as follows:

**FORMAT OF APPLICATION FORM****(On Applicant Company's Letter head)**

<reference no. , date>

To,

<< Address >>

**Subject:** Submission of tender to select a suitable survey agency for re-survey and Digital Map Generation using latest Techniques.

Dear Sir,

This has reference to the advertisement published in < **Newspaper, Edition, Date**> pertaining to the above-mentioned subject. We are interested in submitting our Tender for the same.

We would like to clearly state that we qualify for this work as our company meets all the qualifying criteria indicated by you in the document. We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both, our bid will be rejected without any reference to us. We further clearly understand that **Director, Land Records & Surveys** is not obliged to inform us of the reasons of rejection of our bid.

Yours sincerely

<Signature>

<*Name, designation, contact address and telephone number of the authorized signatory*>

#### 14. ANNEXURE B - (Organization Profile)

The interested survey agency will enter the basic information about the Organization in provide format.

S.No	Details	
1	Name of the Firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/ contact address	
4	Details of Contact person (Name, designation, address etc.) Telephone Number Fax Number e-mail	
5	Is the firm a registered company? If yes, submit Documentary proof. Year and Place of the establishment of the Company	
6	Former name of the company, if any.	
7	Is the firm <ul style="list-style-type: none"> <li>➤ Government/ Public Sector Undertaking propriety firm</li> <li>➤ partnership firm (if yes, give partnership deed)</li> <li>➤ limited company or limited corporation</li> <li>➤ member of a group of companies (if yes, give name and address, and description of other companies)</li> <li>➤ Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement</li> </ul>	

S.No	Details	
	if any, will the parent company have in the project.	
8	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate.	
9	Is the firm registered for service tax with Central Excise Department (Service Tax Cell)? If yes, Submit valid service tax registration certificate.	
10	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
11	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the officers. Total number of employees on Payroll and total number of employees working in GIS activity	
12	Number of years of experience:  Note:- Proof can be work order / Project engagement letter / Letter of indent / Purchase order of GIS / Remote Sensing / Survey related work	(Attach proof)
13	Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)	
14	How many years has your organization been in business under your present name? What were your fields when you established your organization? When did you add new fields (if any)?	
15	What type best describes your firm? (documentary proof to be submitted)	

S.No	Details	
	<ul style="list-style-type: none"> <li>· Manufacturer</li> <li>· Supplier</li> <li>· System Integrator</li> <li>· Consultant</li> <li>· Service Provider (pl. specify details)</li> <li>· System Development</li> <li>· Total solution provider (Plan, Design, Supply, Integration, O&amp;M)</li> </ul>	
16	Is your organization having any relevant quality certificate like ISO/CMM certificates? If so, attach copies of the certificates. State details, if certified by bodies, other than that stated.	(Attach Proof)
17	Audited Balance Sheet for last three Financial Years	Turnover (in Lacs) as certified in the audited balance sheet
17.1	2009 – 2010 (Audited)	
17.2	2010 – 2011 (Audited)	
17.3	2011 – 2012 (Audited)	
18	The bidder shall disclose the copy of latest return filed with Income tax department	

## 15. ANNEXURE C – (Human Resource)

S.No	Technical Bid Qualification Criteria	Please Tick
1	Having necessary expertise, manpower and capability to conduct the field survey and GIS activity.	Yes /No ----- (Attach the Proof) Under taking can be provided on companies letter head duly signed by Human Resource head or by Company Secretary.

## **16. ANNEXURE D – (Other Information about the Organization)**

In case the firm desires to furnish in this section, the firm may furnish details about technical capability, capacity, market etc in undertaking similar nature of works. Firm may also submit any other information they desire to furnish on their own to supplement there capabilities.



**17. ANNEXURE E – (Project Information Template)**

1.	Name of client	
2.	Name of the Project	
3.	Brief Description of the Project	
4.	Scope of the Project	
5.	Details of GIS mapping & Survey reports Complete Technical details	
6.	Employee Base, (in number of employees)	
7.	Value of the project	Attach proof as Purchase order/ Work Order/ Letter of indent
8.	Date of award of contract	
9.	Date of commencement of the project	
10.	Date of successful completion of the project	Attach proof of project completion letter provided by client.
11.	If not completed, expected date of completion	
12.	Name of the person who can be referred to from Clients' side, with name, designation, postal address, contact phone, fax number, e-mail id etc.	
13.	Geographical area covered under this project by any survey method ( in Sq. Km)	Attach proof as Purchase order/ Work Order/ Letter of indent

<p><b>14.</b></p>	<p>Is the end client of this Project is Government Department or Public Sector Unit</p>	<p>Yes/No  (Experience from Direct work order or through association of a consortium or sub contract should be indicated clearly)</p>
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**18. ANNEXURE F – (Check-list for other details)**

Sr.No	Prequalification Details	Please Tick
1.	Entire Document has to be submitted in Hard copy.	Yes/No
2.	Entire Document has to be submitted in Soft copy (Word format or in PDF) in a CD.	Yes/No
3.	Documentary proof/certificates are self attested & the EoI Document is initialed by the authorized signatory with company seal on each page of the document.	Yes/No

**19. ANNEXURE G – (Affidavit)**

**AFFIDAVIT**

(To be given on Non-Judicial Stamp paper of Rs.- 100/-)

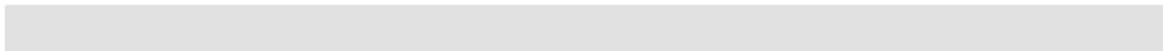
I/We .....hereby declare that

I/We..... Have neither faced nor facing any criminal proceedings, or have been backlist/ debarred from the supply, by the centre/ State / Governments/public undertakings.

Name.....

Signature.....

Complete address with seal.....



**20. Content and format of Financial Bid**

**1. Project Cost (Rupees Per Sq/Km)**

<b>Methodology - Agencies may apply either for both or for any one of the following Methodology. (Rate should be coated in accordance with the rate approved by GOI under NLRMP)</b>	<b>Cost (in INR per Sq/Km Inclusive of all Taxes) in words</b>	<b>Cost (in INR per Sq/Km Inclusive of all Taxes) in figures</b>
<b>(i) Hybrid Survey Methodology using Aerial Photography and Ground Truthing with TS/DGPS</b>		
<b>(ii) Pure Ground Method with TS/DGPS</b>		

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of

\_\_\_\_\_

Duly authorized to sign bids for and on behalf of: \_\_\_\_\_

## **21. General Information :**

1. The tender shall be submitted only through e-Tendering on website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
2. The tenderer shall submit with the technical tender a Bank Draft of Rs. 2,00,000/= (Two Lakh) only as security money payable to Director, Land records and Survey at Patna.
3. Hard Copy of Demand Draft of Form Fee (non refundable) and Earnest Money should must be deposited in the office of Director, Land Records and Survey on 16-10-2012 upto 5:00 PM only. If the hard copies of both demand draft are not deposited on scheduled date and time the tender will not be accepted.
4. First the technical tender shall be opened before the Technical Advisory committee. After technical evaluation and presentation only those financial tender shall be opened and considered by the purchase committee as found to be suitable and approved by the Technical Advisory committee constituted for the purpose.
5. Tenderer shall submit current valid Income Tax Return Documents.
6. Payment will be made on the basis of work done and verification of data which will be communicated at the time of issuance of work order. Service tax, VAT and TDS will be applicable as per Govt's norms.
7. An agreement will have to be executed by the successful tenderer with the Director, Land Records & Surveys, Bihar, Patna before the issuance of the work order.

8. Tender shall be submitted through e-Tendering by 14-10-2012 upto 03:00 PM and will be opened on 17-10-2012 at 11:00 AM. If situations so warrant the whole process of finalization of tender may be subject to a negotiation of rate process. Date of negotiations if any will be communicated on the same day and will be available on departmental website [www.lrc.bih.nic.in](http://www.lrc.bih.nic.in).
9. If required Director, Land Records & Survey shall invite a pre-bid meeting for discussion on any subject related with the project.
10. The undersigned reserves the right to accept/reject or issue corrigendum (if required) without assigning any reasons thereof.

**List of enclosures :** As mentioned above.

**(Kalpana Kumari)**  
Assistant Director  
Land Records & Surveys  
Main Secretariat, Patna (Bihar)  
PIN Code - 800015  
Tel No: - 0612-2217108  
Fax No: - 0612-2217107  
E-mail:- [directorlrs@gmail.com](mailto:directorlrs@gmail.com)