

EXPRESSION OF INTEREST FOR EMPANELMENT OF ELIGIBLE CONSULTANCY FIRMS

for

“Conducting GIS Based Mapping
and Survey of Properties using
Remote Sensing applications, GIS,
GPS, GPR, LiDAR, and Bathymetry
Survey techniques in urban areas”

EOI No.:- URC/1926/24/2024-25

Date: 07/02/2025



Issued by:

**REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW
(Estd. by Ministry of Housing and Urban Affairs, Government of India)**

**Adjacent Registrar's Office, Lucknow University Campus, Lucknow-
226007, Uttar Pradesh, Ph- 0522-2740165 (Telefax)**

Email:tender.rcueslko@gmail.com, website: www.rcueslucknow.org

Table of Contents

Contents

Table of Contents	2
Disclaimer	4
Invitation to Proposal	6
Proposal – Datasheet	7
1. Introduction	9
1.1. About Regional Centre For Urban and Environmental Studies, Lucknow	9
1.2. Project Background	9
2. Instructions to applicant firm	11
2.1. General 11	
2.2. Eligible applicant firm	11
2.3. Pre – Qualification Criteria	11
2.4. Applicant firm to Inform	13
2.5. Compliant Proposals / Completeness of Response	13
2.6. Proposal Preparation Costs	13
2.7. Pre-Bid Meeting and Clarifications	13
2.7.1. applicant firm Queries	13
2.7.2. Pre-Bid meeting Online mode	14
2.7.3. Response to Pre-Bid Queries and Issue of Corrigendum	14
2.8. Bid Validity Period	15
2.9. Language	15
2.10. Only One Proposal and One Solution	15
2.11. Tenure of Empanelment	15
3. Key Requirements of the Bid	16
3.1. Right to Terminate the Process	16
3.2. EOI Document Fees	16
3.3. Submission of Proposal	16
3.4. Authentication of Bids	16
3.5. applicant firm Authorization	16
3.6. Amendment of Request for Proposal	17
3.7. Deviations and Exclusions	17

3.8. Local Conditions	17
3.9. Venue & Deadline for Submission of Proposals	17
3.10. Late Bids	17
3.11. Modification and Withdrawal of bids	18
3.12. Address of Correspondence	18
3.13. Applicant firm Related Conditions	18
3.14. Bid Submission	19
3.14.1. Technical Proposal	19
3.14.2. Commercial offer	20
3.14.3. Technical Envelope (T1)	20
SECTION – 4: EVALUATION OF BIDS	21
4. Evaluation of Bids	21
4.1. EOI Opening	21
4.2. Preliminary Examination of Bids	22
4.3. Clarification of Bids	22
4.4. Technical Bid Evaluation	22
4.5. Empanelment Criteria	25
4.6. Right to Accept Any Proposal and Reject Any or All Proposal(s)	25
4.7. Right to Vary Scope of Contract	25
5. Rejection Criteria	25
5.1. General Rejection Criteria	25
6. Annexure	27
6.1.1. Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units or Local Governments	27
6.2. Annexure-2: Technical Bid Format	28
6.2.1. Technical Bid- Covering Letter	28
6.2.2. Particulars of the Applicant firm	30
6.2.3. Financial Capability	31
6.2.4. CV format for Proposed Resources	32
6.2.5. Technical Solution	34
6.2.6. Approach & Methodology	34
6.2.7. Details of Experience of Applicant firm in Various projects	35

Disclaimer

1. This Request for Proposal ("EOI") is issued by REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW.
2. The information contained in this document ("EOI") or subsequently provided to applicant firm, whether verbally or in documentary or any other form by or on behalf of the RCUES Lucknow (the Purchaser) or any of its employees or advisors, is provided to applicant firm, on the terms and conditions set out in this EOI.
3. This EOI is not a Contract and is neither an offer nor invitation by the Purchaser to the prospective applicant firm or any other person. The purpose of this EOI is to Empanelment of Consultancy Firms, Joint Ventures, Consortiums, Agencies for Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Purchaser, in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant firm may require. This EOI may not be appropriate for all persons, and it is not possible for the Purchaser, its employees or advisers to consider the objectives, technical expertise and particular needs of each party, who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant firm should, therefore, conduct his own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources.
4. Information provided in this EOI to the applicant firm is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Purchaser, its employees and advisers make no representation or warrants and shall have no liability to any person including any Applicant firm under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this selection process.
5. The Purchaser also accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any applicant upon the statements contained in this EOI.
6. The Purchaser may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI. The issue of this EOI does not imply that the Purchaser is bound to select a Applicant firm or to appoint the Selected Applicant firm, as the case may be, for this project and the Purchaser reserves the right to reject all or any of the proposals, without assigning any reason whatsoever.
7. RCUES LUCKNOW or its authorized officers / representatives reserve the right, without prior notice,

to change the procedure for the selection of the Successful Applicant firm or terminate discussions and the delivery of information at any time before the signing of any agreement for the Project, without assigning reasons thereof.

8. The EOI Document does not address concerns relating to diverse investment objectives, financial situation and particular needs of each party. The EOI Document is not intended to provide the basis for any investment decision and each Applicant firm must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the Project. No person has been authorized by RCUES LUCKNOW to give any information or to make any representation not contained in the EOI Document.
9. The Applicant firm shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation and expenses associated with any demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses shall remain with the Applicant firm and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicant firm, in preparation for submission of the Proposal, regardless of the conduct or outcome of the selection process.

Invitation to Proposal

1. Regional Centre for Urban and Environmental Studies, Lucknow (RCUES LUCKNOW) hereby invites Proposals from Empanelment of reputed, competent and professional companies, who meet the minimum eligibility criteria as specified in this bidding document for “**Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas**” as detailed in the EOI document.
2. The complete bidding document shall be published on [https:// www.rcueslucknow.org](https://www.rcueslucknow.org) for the purpose of downloading. The downloaded bidding document shall be considered valid for participation subject to the submission of required EOI/ document fee online
3. Applicant firm is advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Proposal – Datasheet

S.No.	Information	Details
1.	EOI Issuing Authority	REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW
2.	EOI Issue Date	07/02/2025
3.	Availability of EOI documents	The EOI can be downloaded from the www.rcueslucknow.org
4.	Non Refundable EOI Fee	INR 15,000/- + GST =Total RS 17700/-(INR Seventeen thousand seven hundred only)
7.	Last date and time for submission of queries for clarifications	15/02/2025
8.	Date, time and venue of pre- bid conference	3.00 PM onwards ,17/02/2025 Online meeting link to RCUES Lucknow.1 Join Zoom Meeting: https://us02web.zoom.us/j/87364508880?pwd=ZAk5bTbINGS8DIjGHret9hKmpaAe3s Meeting ID: 873 6450 8880, Passcode: 123456 e-mail: tender.rcueslko@gmail.com
9.	Posting to queries	tender.rcueslko@gmail.com
10.	Last date, time (deadline) and venue for receipt of proposals in response to EOI notice	28/02/2025
11.	Last Date for Sale of EOI	25/02/2025

S. No.	Information	Details
12	Language	Proposals should be submitted in English only.
13.	Name and address for communication, seeking clarifications and submission of proposal	For clarification and communication purposes consultant make contact: REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW Adjacent Registrar's Office, Lucknow University Campus, Lucknow-226007, Uttar Pradesh, 0522-2740165 M-91-9839328878 tender.rcueslko@gmail.com
14.	Bid validity	Proposals must remain valid up to 180 and extendable with mutually concerned
15	Submission of the EOI	Hardcopy only

SECTION – 1: **INTRODUCTION**

1. Introduction

1.1. About Regional Centre For Urban and Environmental Studies, Lucknow

The Regional Centre for Urban & Environmental Studies (RCUES), Lucknow was established at the University of Lucknow in the year 1968 by the Ministry of Housing and Urban Affairs (earlier referred as Ministry of Urban Development), Government of India. It is one of the premier Centres in the country established to play a positive role in the field of urban management. The key activities of the Centre include Training, Capacity building, Research, Teaching, Consultancy Services and dissemination of information relating to the Urban Sector in the states of Uttar Pradesh, Madhya Pradesh, Bihar, Odisha, Uttarakhand, Jharkhand, Chhattisgarh, UT Chandigarh, Manipur, Sikkim. The center provides its expertise, advisory services & consultancy services to urban local bodies all over the country.

Chief Secretary, Government of Uttar Pradesh vide is GO no 7611/9-5-2024 computer no: 185239 dated 17/10/2024 has designated RCUES, Lucknow as Nodal Agency for Advanced Technologies for implementing Remote Sensing, GIS, GPS, GPR, LiDAR, and Bathymetry for departments and urban local bodies. In this backdrop RCUES, Lucknow has decided to empanel agencies to create a pool of capacity that can provide technical support to the Centre in “Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas”

1.2. Project Background

The overall objectives of the project are as follows:

- a) RCUES Lucknow invites application from eligible for **“Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas”**.
- b) Conducting the door-to-door Property survey, ward wise survey, street survey, survey and numbering of all the vacant plots, residential, commercial, institutional and industrial building.
- c) Conduct geo-enabled property tax survey using mobile / handheld device (to be arranged by the applicant firm at no additional cost) for faster, transparent and better survey of Buildings / property details mentioned in the EOI document as per Scope of work.
- d) Creating online on web application and dashboard for integration MIS data
- e) Capturing data through mobile app at site as per the format approved by the department
- f) Integrate all the geo-tagged locations and respective surveyed data in systems database with highest accuracy. The points should be exactly overlaid on the latest high-resolution imagery when it is made available for implementation of Property Tax Assessment and Asset Management System.

- g) These urban dwellings / properties will have the Unique Property Identification (UPI) Code. This unique door number has to be generated based on the indicative Property Code generation method as suggested and prescribed in the Scope of work.
- h) Conduct analysis of the integrated data with the property data available with the ULBs to identify any deviating properties from the property tax perspective.
- i) Generation of requisite Property Tax lists, Register record online on web application.
- j) Supplementary Property Tax survey and issue the Assessment Notices & Bills
- k) Tax Collection will be done by concern municipal office by their own existing set-up
- l) Host the data web application

The above work shall have to be accomplished for all the vacant plots, residential, commercial, institutional, industrial building, multi-storey building (each flat will be treated separate units and hence therefore separate measurement will be done for individual flats) and government building etc.

SECTION – 2:

INSTRUCTIONS TO BIDDERS

2. Instructions to applicant firm

2.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements. applicant firm and recipients of this EOI may wish to consult their own legal advisers in relation to this EOI.
- b) All information supplied by the successful applicant firm may be treated as contractual binding on the applicant firm after successful award of the assignment is made on the basis of this EOI.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of RCUES LUCKNOW. RCUES LUCKNOW may cancel this public procurement at any time prior to a formal written agreement being executed by or on behalf of RCUES LUCKNOW.
- d) This EOI supersedes and replaces any previous public documentation and communications, and bidders should place no reliance on such communications.
- e) Applicant firm are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

2.2. Eligible applicant firm

The Applicant firm must have the capabilities to deliver the entire scope as mentioned in the EOI.

2.3. Pre – Qualification Criteria

#	Minimum Eligibility Criteria description	Supporting Document
1	The bidder should be a company registered under Indian Companies Act,1956/2013or a Partnership Firm registered under Indian Partnership Act,1932 or a Proprietorship firm or Limited Liability Partnership Firm under Limited Liability Partnership Firm Act 2008. The company/firm should have been in operations in India for at least 5 years as on last date of bid submission.	<ul style="list-style-type: none"> • Copy of Certification of Incorporation/Registration Certificate

	<p>The Bidder can be a company or corporation or a Consortium of companies / corporation. In case of a consortium, the same shall not consist of more than two companies / corporations and shall be formed under a duly stamped consortium agreement. The original stamped consortium agreement shall be attached along with the Bid Document. In the event of a consortium, one of the partners shall be designated as a "Lead Partner". However, every member of the consortium shall be equally responsible & jointly & severally liable for the successful completion of the entire project.</p>	<p>Copy of Consortium Agreement signed between partner companies/corporation</p>
2	<p>The Applicant firm must not be under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of bid submission.</p>	<p>Letter signed by applicant firm's authorized signatory.</p>
3	<p>The Applicant firm must have an average annual turnover of minimum INR 100 lacs in last 3 financial years as per Bidding Form attached</p>	<p>Audited financial statements for the last three financial years Certificate from the Statutory Auditor on turnover details for last three (3) financial years</p>
4	<p>The Lead Applicant firm should have been engaged in any State/ Central Government Organization / PSU/ ULB in last 5 years in India for GIS data development and surveying work using High Resolution Satellite Imagery/ Mobile LiDAR/Drone/DGPS of at least 1 completed project</p>	<p>Copy of work order and Completion Certificate</p>
5	<p>The Lead Applicant firm should have Experience of Implementation of Creation of Spatial Layers based on Mapping/Ground Verification and Physical Survey</p>	<p>Copy of work order and Completion Certificate</p>
6	<p>The Applicant firm must have been awarded and successfully executed at least one project of GIS Based Mapping & Survey of 5000 properties of Urban local bodies in India.</p>	<p>Copy of work order and Completion Certificate</p>
7	<p>The Applicant firm must have been awarded and successfully executed door to door property survey / Household survey using mobile/handheld electronic devices for at least 5,000 properties / units for at least 1 town/city in India in the last five Years as on last date of bid submission.</p>	<p>Copy of work order and Completion Certificate</p>
8	<p>The Applicant firm should have experience of integrating MIS data with GIS and should have developed Web and Mobile Applications for Survey and Integration with GIS data</p>	<p>Copy of work order and Completion Certificate</p>

2.4. Applicant firm to Inform

The applicant firm shall be deemed to have carefully examined the Terms and Conditions, Scope of work, Service levels and Specifications of this EOI. If applicant firm shall have any doubt as to the meaning of any portion of these conditions or of the specifications he shall, before the last date for submission of pre-bid queries, set forth the particulars thereof, and submit them to RCUES LUCKNOW in writing in order that such doubt may be removed.

2.5. Compliant Proposals / Completeness of Response

- a) Applicant firm are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the proposal non-compliant and the proposal may be rejected. applicant firm must:
 - i. Include all documentation specified in this EOI;
 - ii. Follow the format of this EOI and respond to each element in the order as set out in this EOI
 - iii. Comply with all requirements as set out within this EOI.
- c) Applicant firm should not propose multiple options for any system software or other infrastructure proposed as part of the bid.
- d) For all the components, wherever applicable, applicant firm needs to provide the data sheets of the product.

2.6. Proposal Preparation Costs

- a) The applicant firm shall be responsible for all costs incurred in connection with participation in the EOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Purchaser to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process.
- b) RCUES LUCKNOW will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.7. Pre-Bid Meeting and Clarifications

2.7.1. applicant firm Queries

- i. Any clarification regarding the EOI document and any other items related to this project can be submitted to RCUES LUCKNOW as per the submission mode and timelines mentioned in the Proposal Data sheet.
- ii. Any requests for clarifications post the indicated date and time shall not be entertained by

RCUES LUCKNOW. Further RCUES LUCKNOW will reserve the right to issue clarifications.

- iii. The queries of only those bidders would be considered who shall send the same across to the e-mail ID's provided in the proposal Data sheet.
- iv. It is necessary that the pre-bid queries must be submitted in excel sheet format, along with name and details of the organization submitting the queries as mentioned below in both hard and soft copy through email.

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

S. No	EOI Document Reference (s) (Page Number and Section Number)	Content of EOI Requiring Clarification	Points of Clarification
1.			
2.			
3.			
4.			
5.			

2.7.2. Pre-Bid meeting Online mode

RCUES LUCKNOW shall hold a pre-bid meeting with the prospective bidders as mentioned in the Proposal Data Sheet.

2.7.3. Response to Pre-Bid Queries and Issue of Corrigendum

- a) RCUES LUCKNOW will endeavor to provide timely response to all queries. However, RCUES LUCKNOW makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does RCUES LUCKNOW undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, RCUES LUCKNOW may, for any reason, whether at its own initiative or in response to a clarification requested by prospective applicant firm, modify the EOI Document by a corrigendum.

- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the RCUES Lucknow website.
- d) Any such corrigendum shall be deemed to be incorporated into this EOI.
- e) In order to provide prospective applicant firm reasonable time for taking the corrigendum into account, RCUES LUCKNOW may, at its discretion, extend the last date for the receipt of Proposals.
- f) Notifications regarding extensions, corrigendum, will be published on the website mentioned in the tender schedule and there shall be no paper advertisement.

2.8. Bid Validity Period

Bid shall remain valid for the time mentioned in the Proposal Datasheet. In exceptional circumstances, at its discretion, RCUES LUCKNOW may solicit the Applicant firm's consent for an extension of the validity period. The request and the response shall be made in writing.

2.9. Language

The proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the documents, the English translation shall govern.

2.10. Only One Proposal and One Solution

If a Applicant firm submits or participates in more than one Proposal and / or presents more than one Solution, such a Applicant firm shall be disqualified.

2.11. Tenure of Empanelment.

The initial empanelment will be for one year or until further orders whichever is earlier. The same may be extended further based on mutual consent in writing.

SECTION – 3:

KEY REQUIREMENTS OF BID

3. Key Requirements of the Bid

3.1. Right to Terminate the Process

- a) RCUES LUCKNOW may terminate the EOI process at any time and without assigning any reason. RCUES LUCKNOW makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This EOI does not constitute an offer by RCUES LUCKNOW. The applicant firm's participation in this process may result in RCUES LUCKNOW selecting the bidders to engage towards execution of the contract.

3.2. EOI Document Fees

- a) EOI Fee as per proposal datasheet shall be paid online (RTGS/NEFT/Cheque)

Account Details:

Bank Name: Axis bank Ltd.

Branch Name: Aliganj, Lucknow

Account Name: Regional centre for Urban & Environmental Studies Lucknow

Account No.: 914010033522336

IFSC: UTIB0001692

- b) Without the payment of tender fee the bids will be taken as incomplete and non-responsive and shall not be considered.
- c) The EOI document fee is non-refundable and not exempted.
- d) Proposals received without tender fee receipt document fee shall be rejected.

3.3. Submission of Proposal

- a) The bidders should submit their responses as per the format given in this EOI in the following manner:
 - Pre-Qualification Proposal
 - Technical Proposal

3.4. Authentication of Bids

The Proposal should be accompanied by a Power-of-Authority in the name of the signatory of the Proposal.

3.5. applicant firm Authorization

- a) The "applicant firm" as used in the EOI documents shall mean the one who has signed the EOI Forms. The applicant firm may be either the Principal Officer or his duly Authorized Representative, in either cases, he/she shall submit a power of attorney. All certificates and documents (including any clarifications sought and any subsequent correspondences) received

hereby, shall be furnished and signed by the representative or the principal.

- b) The authorization shall be indicated by written power-of-attorney accompanying the bid.
- c) Any change in the Principal Officer shall be intimated to RCUES LUCKNOW in advance

3.6. Amendment of Request for Proposal

- a) At any time prior to the deadline for submission of proposals, RCUES LUCKNOW, for any reason, may modify the EOI by amendment notified in writing or email to all bidders who have received this EOI and such amendment shall be binding on them. RCUES LUCKNOW, at its discretion may extend the deadline for the submission of proposals.

3.7. Deviations and Exclusions

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the EOI. No Deviations and Exclusions to the EOI is allowed.

3.8. Local Conditions

- a) It will be incumbent upon each Applicant firm to fully acquaint himself with the local conditions and other relevant factors which would have any effect on the performance of the contract and / or the cost.
- b) The applicant firm are expected to obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into contract. Obtaining such information shall be at applicant firm own cost.
- c) Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering into contract will in no way relieve the successful applicant firm from performing any work in accordance with the EOI documents.
- d) It will be imperative for each Applicant firm to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. RCUES LUCKNOW shall not entertain any request for clarification from the applicant firm regarding such conditions.

3.9. Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the EOI, must be submitted to RCUES LUCKNOW at the specified in Proposal Data sheet.

3.10. Late Bids

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained
- b) The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) RCUES LUCKNOW reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

3.11. Modification and Withdrawal of bids

- a) No bid may be altered / modified after submission to the RCUES LUCKNOW. Unsolicited correspondences in this regard from applicant firm will not be considered.
- b) No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the applicant firm in the Bid.

3.12. Address of Correspondence

The applicant firm shall designate the official mailing/e-mail address, place and fax number to which all correspondence shall be sent by the RCUES LUCKNOW.

3.13. Applicant firm Related Conditions

- a) The applicant firm shall prepare the bid based on details provided in the EOI documents. It must be clearly understood that the quantities, specifications and diagrams that are included in the EOI document are intended to give the applicant firm an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by RCUES LUCKNOW.
- b) The applicant firm is expected to ensure that the solution proposed by him meets the functional requirements, conceptual design, performance requirements and other EOI requirements. Performing of any activity required to design an optimal solution shall be at applicant firm's own cost.
- c) The applicant firm shall carry out the sizing of the solution based on internal assessment and analysis, which may include the use of modelling techniques wherever necessary.
- d) The applicant firm must propose a solution best suited to meet the requirements of the RCUES LUCKNOW. If, during the sizing of the solution, any upward revisions of the specifications and/or quantity as given in this EOI document, are required to be made to meet the conceptual design and/or requirements of EOI, all such changes shall be included in the technical proposal and their commercial impact, thereof, included in the commercial bid.
- e) If, during the sizing of the solution, any additional product that is not listed in the EOI document is required to be included to meet the conceptual design, performance requirements and other requirements of EOI, all such product(s) should be included by the applicant firm in the technical proposal and their commercial impact, thereof, included in the commercial bid.
- f) RCUES LUCKNOW will in no case be responsible or liable for any costs associated with the design/sizing of the proposed solution, regardless of the conduct or outcome of the EOing process.
- g) If at any stage during the currency of the contract, the solution proposed does not meet the functional requirements, conceptual design, performance requirements/SLA, and other requirements of EOI, the applicant firm shall revise the required specifications and/or quantities as proposed by the applicant firm in his bid in order to meet the said objectives/targets. All such provisions shall be made by the applicant firm within the contract price, at no extra cost to RCUES LUCKNOW and without any impact to RCUES LUCKNOW whatsoever.

h) It is mandatory to provide the break-up of all components in the format specified in the EOI.

3.14. Bid Submission

a) The RCUES LUCKNOW will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders due to local issues.

Section #	Category	Response
1	Proof of payment of EOI Document fee	<ul style="list-style-type: none"> EOI Fee Payment Receipt
2	Response to Pre-Qualification Criteria	<ul style="list-style-type: none"> Bid covering Letter as per format Response to Pre-Qualification criterion along with the required supporting documents.
3	Technical Proposal	<ul style="list-style-type: none"> Response to Technical Evaluation criterion along with the required supporting documents.

3.14.1. Technical Proposal

Applicant firm is required to prepare a Technical Proposal as detailed out in Annexure 2- Technical Bid Format. The applicant firm should upload all the associated documents in Technical Envelope (T1) in PDF format, The applicant firm should Submit all the supporting documents as mentioned in the Technical Bid Evaluation mentioned at clause 4.4 of this EOI. The compliance matrix is to be prepared as follows:

Sr. No.	Ref to Technical Bid Evaluation Criterion	Description of Documentation	Checklist (Yes/No)
1			
2			
3			
4			
5			
6			

3.14.2. Commercial offer

No applicant firm should quote his commercial offer anywhere directly or indirectly in Technical Envelope (T1) shall not be opened and his offer shall stand rejected.

3.14.3. Technical Envelope (T1)

- a) Technical Envelope of the tenderer will be opened to verify its contents as per requirements.
- b) If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's.
- c) Decision of the tender opening committee shall be final in this regard.
- d) Documents submitted by the applicant firm shall be closely scrutinized and the applicant firm shall provide all the original documents whenever requested.

SECTION – 4: **EVALUATION OF BIDS**

4. Evaluation of Bids

- a) RCUES LUCKNOW will constitute a EOI Evaluation Committee to evaluate the responses of the bidders
- b) The EOI Evaluation Committee constituted by the RCUES LUCKNOW shall evaluate the responses to the EOI and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection. The applicant firm' technical solution will be evaluated as per the requirements and evaluation criteria as spelt out in the EOI document. The applicant firm are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed Project citations and completion certificates, client contact information for verification, profiles of Project resources and all others) as required for technical evaluation.
- c) The Committee may seek inputs from their professional and technical experts in the evaluation process.
- d) RCUES LUCKNOW reserves the right to do a reference check of the past experience stated by the Applicant firm. Any feedback received during the reference check shall be considered during the Technical evaluation process
- e) The decision of the EOI Evaluation Committee in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- f) The EOI Evaluation Committee may ask for meetings with the applicant firm to seek clarifications on their proposals.
- g) The EOI Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations without assigning any reason thereof.
- h) Each of the responses shall be evaluated as per the criterions and requirements specified in the EOI.
- i) Proposal Presentations: The EOI Evaluation Committee will invite each pre-qualified Applicant firm to make a presentation to RCUES LUCKNOW at a date, time and venue decided by RCUES LUCKNOW. The purpose of such presentations would be to allow the applicant firm to present their proposed solutions to the Committee and orchestrate the key points in their Proposals.
- j) The Applicant firm should cover scope of work, complexity of implementation, end to end integration methodology, Demonstration, Survey Method and critical success factor as specified in the evaluation section

4.1. EOI Opening

- a) The Proposals submitted as per timelines mentioned in the proposal data sheet shall be opened by RCUES LUCKNOW in the presence of such of those applicant firm or their representatives who may be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the bidding firms for attending the opening of

the proposal.

- b) There will be one bid-opening events:
 - Opening of Technical Proposal
- c) The venue, date, and time for opening the Technical bids shall be as per the proposal Data Sheet.

4.2. Preliminary Examination of Bids

RCUES LUCKNOW will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting any criteria specified in the EOI, will be rejected by RCUES LUCKNOW and shall not be included for further consideration.

Initial Bid scrutiny will be held and bids will be treated as non-responsive, if bids are:

- Not submitted in format as specified in the EOI document
- Received without the Letter of Authorization (Power of Attorney)
- Found with suppression of details
- With incomplete information, subjective, conditional offers, and partial offers submitted
- Submitted without the documents requested
- Non-compliant to any of the clauses mentioned in the EOI

4.3. Clarification of Bids

During the bid evaluation, RCUES LUCKNOW may at its discretion, ask the applicant firm for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted. RCUES LUCKNOW is entitled to ask for clarifications as many times as possible from the bidders to the satisfaction of the EOI Evaluation committee.

4.4. Technical Bid Evaluation

- a) In this part, the technical bid will be reviewed for determining the eligibility of the applicant firm for the Project and to ascertain Compliance of the Technical bids with the EOI terms and conditions, technical requirements and scope of work as defined in this EOI.
- b) In case of no response by the applicant firm to any of the requirements with regard to the contents of the Technical Bid, he shall not be assigned any marks for the same
- c) Technical bid of the applicant firm shall be opened and evaluated for acceptability of Techno-functional requirements, deviations and technical suitability. The bidders shall respond to the requirements as explained below for their evaluation with regard to experience and qualification. Also, the applicant firm shall refer and respond to all technical requirements as mentioned in the EOI document. The evaluation process would also include a presentation of technical proposal

by the applicant firm.

- d) The applicant firm would be technically evaluated out of 100 marks. All the bidders who secure overall minimum of 70% will be considered as technically qualified.
- e) Technical Evaluation shall be on the basis the following parameters and associated marks:

Sr. No.	Criteria	Maximum Marks (100)
1. No. of projects of door to door property survey The Applicant firm must have been awarded and successfully executed door to door property survey / Household survey using mobile/handheld electronic devices for at least 1,000 properties / units for at least 1 town/city in India.		<u>30</u>
1.1	No of Properties/units $\geq 5000 < 10000$	10
1.2	No of Properties/units $\geq 10000 < 50000$	20
1.3	No of Properties/units ≥ 50000	30
	1 mark per project (maximum 3 projects)	
2. The Applicant firm must have been awarded and successfully GIS data development and surveying work using High Resolution Satellite Imagery/ Mobile LiDAR/Drone/DGPS of at least 1 completed project.		<u>40</u>
2.1	No of project = 1	10
2.2	No of project $> 1 \leq 3$	20
2.3	No of project > 3	30
3. Integrating MIS data with GIS: Experience of integrating MIS data with GIS and should have developed Web and Mobile Applications for Survey and Integration with GIS data		<u>10</u>
4. Key Professionals Staff Qualification and Competencies for the Assignments:		<u>30</u>

4.1	Project Manager	<ul style="list-style-type: none"> • Post Graduate in Civil Engineering / Urban Planning / Architecture / Management with 15 years' experience or more • Good knowledge field survey, municipal finance, revenue surveys, slum based survey • Fluent in Hindi and good communication skills • Dealt up with at least 2 nos. of Urban Local Bodies for field survey data collection using mobile/handheld electronic devices for properties. 	12
4.2	Survey Team Leader / GIS Expert	<ul style="list-style-type: none"> • M.E / M.Tech / M. Plan / M.Sc., in Surveying / Geography / Remote Sensing / Computer Science / Geo informatics with 8+ years of experience in surveying Skills: Experience in Spatial Data bases / Remote Sensing / Urban Planning / Socio-economic data with GIS and Handling a Team of 15 persons 5 Years of Experience in performing similar work • Good knowledge of field survey and ground trothing exercise, property measurement, etc. • Worked in atleast one project for field survey data collection using mobile/handheld electronic devices for properties. 	12
4.3	Property Tax Expert	<ul style="list-style-type: none"> • M.Tech / M. Plan / M.Sc., in Planning / Surveying / Civil Engineering with 8+ years of experience in surveying Skills: Experience in Urban Planning / Regional Planning / Spatial Data bases / Socio-economic data and Handling a Team of 15 persons 5 Years of Experience in performing similar work 	8

Sr. No.	Criteria	Maximum Marks (100)
5. Approach & Methodology		<u>20</u>
5.1	Overall Approach & Methodology <ul style="list-style-type: none"> • Understanding of Requirements • Overall approach towards door to door filed survey using mobile / handheld device • Strategy for Project execution for door to door survey 	10
5.2	Web and Mobile Applications for Survey and Integration with GIS data <ul style="list-style-type: none"> • Approach in order to achieve maximum Accuracy in door to door survey as per solution proposed for Web -Mobile Applications for Survey and Integration with GIS data 	10

Total Marks	100
--------------------	------------

4.5. Empanelment Criteria

Method of evaluation of selection of successful Applicant firm and EMPANELMENT to applicant firm shall be on basis after successful Technical Qualification.

4.6. Right to Accept Any Proposal and Reject Any or All Proposal(s)

RCUES LUCKNOW reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidders or bidders or any obligation to inform the affected bidders or bidders of the grounds for RCUES LUCKNOW action.

4.7. Right to Vary Scope of Contract

- a) Purchaser may at any time, by a written order given to the applicant firm, make changes within the quantities, specifications, services or scope of the Contract as specified.
- b) If any such change causes an increase or decrease in the cost of, or the time required for the applicant firm's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or time schedule, or both, and the Contract shall accordingly be amended. Any claims by the applicant firm for adjustment under this Clause must be asserted within thirty (30) days from the date of the applicant firm's receipt of the RCUES LUCKNOW's changed order.

5. Rejection Criteria

5.1. General Rejection Criteria

- Bids not qualifying under eligibility criteria.
- Bids submitted without or improper tender fees
- Bids received through Telex /Telegraphic / Fax / E-Mail
- Bids which do not confirm unconditional validity of the bid as prescribed in the EOI
- If the information provided by the applicant firm is found to be incorrect / misleading at any stage / time during the EOI Process
- Any effort on the part of a applicant firm to influence the RCUES LUCKNOW' s bid evaluation, bid comparison or contract award decisions
- Bids received by the RCUES LUCKNOW after the last date for receipt of bids prescribed in the fact sheet.
- Bids without signature of person (s) duly authorized on required (specified) pages of the bid
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the applicant firm

- Technical Bid containing commercial details or any such hints/ calculations /extrapolations/ records.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid
- Failure to furnish all information required by the EOI Document or submission of a bid not substantially responsive to the EOI Document in every respect.
- applicant firm not quoting for the complete scope of Work as indicated in the EOI documents, addendum (if any) and any subsequent information given to the applicant firm.
- applicant firm not complying with the General Terms and conditions as stated in the EOI Documents.
- The applicant firm not confirming unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.

6. Annexure

The bidders are expected to respond to EOI using the forms given in this section and all documents supporting Proposal Evaluation Criteria.

6.1.1. Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units or Local Governments

<<On the letterhead of the Bidding Organization>>

Date:

To,

Director RCUES Lucknow

.

Subject: Declaration for not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units or Local Governments in India

Dear Sir,

We, the undersigned, hereby declare that

- We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions/ local Governments in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

6.2. Annexure-2: Technical Bid Format

6.2.1. Technical Bid- Covering Letter

<<On Applicant firm / Lead Applicant firm Letterhead>>

Date:

To,

Director RCUES Lucknow.

Subject: EMPANELMENT FOR Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas

Dear Sir,

1. We hereby request to be qualified with the RCUES Lucknow as a EOI for **“Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas”** against EOI No. <>. I / We declare that all the services shall be performed strictly in accordance with the EOI documents and we agree to all the terms and conditions in the EOI.
2. I / We confirm that I / we am / are withdrawing all the deviations, counter clauses, proposed modifications in the Scope of work, Terms and Conditions, Functional Requirement Specifications and Technical Specifications which may have been mentioned in our proposal.
3. We authorize RCUES LUCKNOW or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose, we hereby authorize (any public official, engineer, bank, depository, manufacturer, distributor, etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by RCUES LUCKNOW to verify statements and information provided in this application or regarding our competence and standing.
4. The names and positions of persons who may be contacted for further information, if required, are as follows:
Name: _____
Designation: _____
Telephone: _____
E-mail id: _____
5. We declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail. On verification at any time in the future if it is found that information furnished with this application and statements made therein are not true, incomplete or incorrect, we hereby authorize RCUES LUCKNOW to reject our application.
6. We confirm having submitted the information as required by you in Qualification Criteria. In case you require any other further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

7. We undertake, if our proposal is accepted, to provide all the services related to “**Conducting GIS Based Mapping and Survey of Properties using Remote Sensing applications, GIS, GPS, GPR, LiDAR, and Bathymetry Survey techniques in urban areas**” put forward in the bid document or such features as may subsequently be mutually agreed between us and RCUES LUCKNOW or its appointed representatives.
8. I/We understand that RCUES LUCKNOW reserves the right to reject any application without assigning any reason thereof.
9. We understand that the actual payment would be made as per the existing tax rates during the time of payment.
10. We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work.
11. In case you require any other further information/documentary proof before/during evaluation of our EOI, we agree to furnish the same in time to your satisfaction.
12. We understand you are not bound to accept any Proposal you receive.
13. We hereby declare that our EOI is made in good faith, without collusion or fraud and the information contained in the EOI is true and correct to the best of our knowledge and belief.
14. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/ company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

6.2.2. Particulars of the Applicant firm

SI No.	Information Sought	Details to be Furnished
A	Name and address of the bidding Company	
C	Incorporation status of the firm (public limited / private limited, etc.)	
D	Year of Establishment	
E	Date of registration	
F	ROC Reference No.	
G	Details of GST registration	
H	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

6.2.3. Financial Capability

<<On the letterhead of the Chartered Accountant >>

<<To be submitted along with Audited Financial Statements>>

Date

To,

Director RCUES Lucknow

Dear Sir,

We have examined the books of accounts and other relevant records of <<Applicant firm along with registered address>>. On the basis of such examination and according to the information and explanation given to us, and to the best of our knowledge & belief, we hereby certify that the annual turnover for the three years was as per details given below:

Information from Balance Sheets (in Indian Rupees)

Annual Turnover			
------------------------	--	--	--

(Signature of the Chartered Accountant)

Name :

Designation :

Membership Number:

Date :

Company Seal :

Business Address :

6.2.4. CV format for Proposed Resources

1.	Name of the employee				
2.	Name of the employer	<<Name of the Applicant firm >>			
3.	Proposed position				
4.	Date of Birth				
5.	Nationality				
6.	Total years of relevant experience				
7.	Certifications	Note: Please attach copies of relevant certificates			
8.	Education	Qualification	Name of School / College / University	Degree Obtained	Date Attended
		Note: Please attach copies of relevant certificates			
9.	Language	Language	Read	Write	Speak

10	Employment Record	Employer	Position	From (MM/ YYYY)	To (MM/ YYYY)	Exp. in Months
		<i>(Starting with present position list in reverse order)</i>				
11	Relevant Experience	<i>(Give an outline on the experience most pertinent to tasks mentioned in the project. Describe degree of responsibility held on these relevant assignments). Maximum 8 Projects:</i>				
		Name of Assignment/Project				
		Year				
		Location				
		Client				
		Main project features				
		Positions held				
		Activities performed				
12	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications, and my experience.				
		Date:				
		Place	Signature of the employee / Authorized Signatory			

6.2.5. Technical Solution

The Applicant firm is required to describe the proposed Technical Solution in this section. The Technical Solution would be evaluated on the following broad parameters. RCUES LUCKNOW reserves the rights to add, delete, or modify these parameters at any time during the EOI process, without assigning any reasons whatsoever and without being required to intimate the applicant firm of any such change.

- Clear articulation and description of the design and technical solution and various components
- Extent of compliance to functional and technical requirements specified in the scope of work and in accordance with leading practices.
- Technical Design and clear articulation of benefits to RCUES LUCKNOW of various components of the solution vis-à-vis other options available.

The Applicant firm should provide **detailed design** for the following listing all assumptions that have been considered:

- Proposed Solution, in detail (including various tools to be used)
- Property survey plan and schedule
- Testing approach
- Risk Management Plan

6.2.6. Approach & Methodology

1. The Applicant firm should cover details of the methodology proposed to be adopted for planning and implementation of solutions and infrastructure relating to establishment of the proposed solution.
2. The Applicant firm may give suggestions on improvement of the scope of work given and may mention the details of any add-on services related to this project over and above what is laid down in the tender document. List of deliverables should also be identified and explained.
3. The applicant firm shall describe the approach and methodology to be undertaken to achieve the maximum accuracy to be achieved in door- to door survey.
4. The Applicant firm shall describe the knowledgebase, best practices and tools that will be used by the project team for the execution of scope of work activities.
5. The Applicant firm should cover details of the methodology proposed to be adopted for operations and maintenance related the proposed solution.
6. The Applicant firm should provide details about of the Service Helpdesk and handholding staff available for the purpose of resolution of issues pertaining to the conditions at the proposed solution.

6.2.7. Details of Experience of Applicant firm in Various projects

As per the format below, the applicant firm should provide information for each project on similar assignments required for pre-qualification and technical evaluation criteria.

Credential for < Prequalification Criteria No. / Technical Criteria No>		
Sr. No.	Name of the Organization - <<Name of the Applicant firm >>	
	Parameter	Details
General Information		
1.	Customer Name	
2.	Name of the contact person and contact details for the client of the assignment	
3.	Whether client visit can be organized	(YES / NO)
Project Details		
4.	Project Title	
5.	Start Date and End Date	
6.	Date of Go-Live	
7.	Total Cost of the project	
8.	Current Status (Live / completed / on-going / terminated / suspended)	
9.	No of staff provided by your company	
10.	Please indicate the current or the latest AMC period with the client (From Month – Year to Month-Year)	

Credential for < Prequalification Criteria No. / Technical Criteria No>

Sr. No. Name of the Organization - <<Name of the Applicant firm >>

Parameter

Details

11.	Please indicate whether the client is currently using the implemented solution	
-----	--	--

Size of the project

12.	Number of total Property / unit surveyed or total no of km work completed	
-----	---	--

13.	Training responsibilities of Applicant firm	
-----	---	--

14.	Any other information to be shared with RCUES LUCKNOW	
-----	---	--

Narrative Description of the Project:

Detailed Description of actual services provided by Applicant firm:

Documentary Proof:

