



**GOVERNMENT OF ASSAM
OFFICE OF THE
DIRECTOR, TOWN AND COUNTRY PLANNING, ASSAM
DISPUR : GUWAHATI – 781036.**

**REQUEST FOR PROPOSAL (RFP)
FOR
G.I.S. BASE MAPS FOR MASTER PLAN AREA OF TEN URBAN CENTRES OF ASSAM**

RFP DOCUMENT

Date of Issue of RFP Document from 09 / 02 / 2016 to 19 / 02 / 2016

Date and time of submission of the Proposal - 20 / 02 / 2016 (up to 2.0 p.m.)

This RFP Document along with Annexure(s) is issued to

.....
.....

Signature and Seal
of Issuing Officer

SCHEDULE OF R.F.P. PROCESS

Sl No.	Event / Activity	Date	Venue
1	Date Issue of RFP	09 / 02 / 2016 to 19 / 02 / 2016	Office of the Director, Town and Country Planning, Assam, Dispur, Guwahati - 6
2	Date and time of Pre bid meeting for clarification / queries	19 / 02 / 2016 at 3.0 p.m.	Office of the Director, Town and Country Planning, Assam, Dispur, Guwahati - 6
3	Last date of submission of proposal	20 / 02 / 2016 up to 2.0 p.m.	Office of the Director, Town and Country Planning, Assam, Dispur, Guwahati - 6
4	Date and time of opening of Technical bid	20 / 02 / 2016 at 2.30 p.m.	Office of the Director, Town and Country Planning, Assam, Dispur, Guwahati - 6
5	Presentation by eligible bidders	Will be intimated	Will be intimated
6	Date of opening of Financial bid of qualified bidders	Will be intimated	Will be intimated

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BIDDER'S RFP FORM

PART – I : TECHNICAL

1.0 Notice inviting RFP

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR, TOWN AND COUNTRY PLANNING, ASSAM
DISPUR : GUWAHATI – 6**

No. TP / MP / RFP / Pt.-I / 1 / 2016 / 76

Dated Dispur the 6th February, 2016

REQUEST FOR PROPOSAL (R.F.P.)

Director, Town and Country Planning, Assam invites sealed Request for Proposals (RFP) in two bid system (Technical and Financial bids in two separate envelopes) from experienced and reputed consultants / firms for preparation of different maps for Master Plans for Master Plan Area of different urban centers of Assam which will be received by him up to 2.0 p.m. of **20/02/2016**. Earnest money of **Rs. 60,000.00 (Rupees sixty thousand) only** in the form of Fixed Deposit duly pledged in favour of the Director, Town and Country Planning, Assam / Bank Draft / Call Deposit in favor of the Director, Town and Country Planning, Assam payable at Guwahati will have to be deposited along with each Technical bid. Technical bid will be opened **on 20/02/2016 at 2.30 p.m.** in presence of intending bidders or his authorized representatives. If any date specified in the Schedule of RFP process or this notice happens to be holiday, then the next working day will be considered for the activity / event and the time will remain same.

The major scope of the works for the consultants / firms will be to convert the Master Plan maps and Cadastral maps (Revenue maps) along with other details to web ready GIS format.

Detailed bid documents may be obtained from Office of the Director, Town and Country Planning, Assam during office hours **from 09/02/2016 to 19/02/2016** on payment of Rs.3,000.00 (Rupees three thousand) only in the form of Demand Draft in favour of Director, Town and Country Planning, Assam which is non-refundable. Detailed bid documents may be seen in the web site <http://tcpassam.gov.in/> also **from 09/02/2016**. However, the bidders / firms who participated in the earlier RFP issued vide No. TP / MP / RFP / Part / 9 / 2015 / 1 dated 22nd July, 2015, if wants to participate in the instant bid / RFP process, have to pay Rs. 2,000.00 (Rupees three thousand) only to obtain the Detailed bid documents.

Time of completion of the work is 6 (six) months from the date of issue work order.

All other details can be seen in the RFP document.

(N. Konwar, IAS)
Director
Town and Country Planning, Assam
Dispur : Guwahati - 781006

Memo No. No. TP / MP / RFP / Pt.-I /1/2016 / 76 - A Dated Dispur the 6th February, 2016

Copy forwarded to :

1. The P.S. to the Principal Secretary to the Govt. of Assam, Urban Development Department for his kind information.
2. The Director, Information and Public Relations. He is requested to publish the Notice Inviting Request for Proposal (RFP) in one issue of ***The Times of India, The Assam Tribune & Dainik Asom*** at an early date.
3. Concerned Official of office of the Director, Town and Country Planning, Assam to upload the RFP in the Website <http://tcpassam.gov.in/> as per the Notice Inviting RFP.
4. The Deputy Director, Town & Country Planning, Tezpur / Sivasagar / Dhubri / Barpeta / Golaghat / Goalpara / Guwahati / Dibrugarh.
5. The Finance and Accounts Officer, Town and Country Planning, Assam.
6. Notice board of O/O Director, Town & Country Planning, Assam, Dispur, Guwahati-6.

(N. Konwar, IAS)
Director
Town and Country Planning, Assam
Dispur : Guwahati - 781006

2.0 BACKGROUND AND SCOPE OF WORK

2.1 BACKGROUND

One of the major objectives of the Directorate of Town and Country Planning under Urban Development Department, Government of Assam is to prepare Master Plans for the Urban Centers of Assam as envisaged in Section 9 of the Assam Town and Country Planning Act, 1959 (as amended). The Directorate of Town and Country Planning is supported by 25 numbers of District Offices situated at different district Head Quarters and these offices prepare the master plans for various urban centers of the district apart from facilitating and monitoring the implementation of various urban development schemes sponsored by Central as well as State Government implemented by the Urban Local Bodies (ULB).

The Master Plan aims at guiding the development process with judicious distribution and control of the land uses with adequate infrastructure, services and amenities for a horizon of period. The contents of the Master Plan are as follows:

- (1) **Base map**
- (2) **Existing land use map**
- (3) **Proposed land use plan**
- (4) **Proposed Zoning plan**
- (5) **Proposed Circulation plan**
- (6) **Public utilities plan (2 nos.)**

The existing land use, proposed land use and zoning plan are supported by respective uses in cadastral maps. Apart from the above, the Master Plan also incorporates a report containing relevant data and information.

The preparation of Plans/ Maps under Master Planning process presently involves collection of cadastral maps of villages and urban areas proposed to be incorporated within the Master Plan, stitching the cadastral maps and bringing down the same to a suitable scale for final Plans/ Maps, carrying out requisite surveys for verifying the areas and collection of relevant information. The process, being a manual one, takes a long time.

At present there are 95 (except Guwahati) notified towns in Assam and final master plan has been prepared for 38 towns. Master Plan for 45 towns is under preparation. For remaining 12 towns preparation of Master Plan is yet to be taken up. Due to rise in population and consequent pressure on these urban centers and in order to maintain an orderly growth, there is an urgent need to prepare and upgrade the master plan for all these urban centers.

In order to expedite the process, it has now been proposed to prepare the maps as envisaged in the master plan using GIS and latest technology that are presently available. Further, it has also become necessary to convert the existing master plan maps including the cadastral maps into GIS format.

Governor of Assam was pleased to accord Administrative Approval for an amount of Rs. 100.00 lakhs for preparation of Master Plan during the year 2015-16. Out of this Rs. 100.00 lakhs, an amount of Rs. 30.00 lakhs have been earmarked for preparation of Draft / Final / Revised Master Plan using GIS software. With this Rs. 30.00 lakhs it is proposed to complete the GIS mapping of master plan areas of 10 (ten) Urban Centers which are ***Biswanath Chariali, Nazira-Simaluguri, Dhubri, Barpeta, Dergaon, Goalpara, Namrup, Palasbari-Mirza-Bijoyagar, Naharkatia and Sonapur.***

Sl No.	Name of the Urban center	Concerned District Office of Town & Country Planning (T&CP)	Year of Publication of Master Plan	Master Plan area in Sq. Km.
1	Biswanath Chariali	T&CP, District Office Tezpur	2002	59.00
2	Nazira-Simaluguri	T&CP, District Office Sivsagar	2005	40.00
3	Dhubri	T&CP, District Office Dhubri	2006	63.00
4	Barpeta	T&CP, District Office Barpeta	2007	22.00
5	Dergaon	T&CP, District Office Golaghat	2007	97.00
6	Goalpara	T&CP, District Office Goalpara	2008	72.00
7	Namrup	T&CP, District Office Dibrugarh	2011	29.00
8	Naharkatia	T&CP, District Office Dibrugarh	2014	29.40
9	Palasbari-Mirza-Bijoyagar	T&CP, District Office Guwahati	2014	84.00
10	Sonapur	T&CP, District Office Guwahati	Pending	83.0

2.2 SCOPE OF WORK

2.2.1 The successful bidder (***Consultant***) has

- a. to collect all the hard copies of relevant cadastral maps (***Revenue maps***) of villages and town areas within the Master Plan Area from the concerned Deputy Director (***DD***) of Town and Country Planning (***to be called concerned Deputy Director herein after***).
- b. to do the scanning, geo-referencing and digitizing those maps with minimal scaling errors and return the hard copies of the cadastral maps to the concerned Deputy Director, stitch those scan copies of cadastral maps and to delineate the Master Plan Boundary.

However, where available, concerned Deputy Director may provide scanned copy / copies of cadastral maps sourced from Directorate of Land Records and survey, Assam which may be used by the Consultant.

Where there is any missing cadastral map, the consultant has to consult the concerned Deputy Director for those missing maps and to complete the works stated in **2.2.1 b**.

- c. to arrange, geo-reference and digitize the satellite imagery for the master plan area of the concerned urban centre.
- d. to ground truth the digitized & geo-referenced cadastral maps and the satellite imagery where concerned Deputy Director will accompany the Consultant.
- e. to prepare the base map of the master plan area of the Urban center in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) after stitching the digitized & geo-referenced cadastral maps and superimposing the same on the geo-referenced and digitized satellite imagery and to show the following on the base map in different layers:
 - (i) Master Plan area boundary
 - (ii) Municipal / Town area boundary
 - (iii) Ward boundaries
 - (iv) Cadastral boundaries with dag numbers
 - (v) Existing roads
 - (vi) River, stream, Jan, water bodies, if any.
 - (vii) Major land marks
- f. to submit base map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet), both in hard and soft copy, to the concerned Deputy Director for detailed verification and marking / recording of existing land use on it.
- g. to collect the duly verified base map in grid-wise printable format with legible dag numbers etc. with marking of existing land use, existing land use Map as per Master Plan, Proposed land use Map as per Master Plan, proposed zoning map as per Master Plan, proposed circulation map as per Master Plan, proposed public utilities plans as per Master Plan for - Water Supply, drainage, Sewerage and Solid Waste management from the concerned Deputy Director and to create different layers of GIS base land use maps and othr maps on the base map in consultation with the concerned Deputy Director and to add attribute and data as provided by Concerned Deputy Director from the Census Abstracts of Census

2011 and House-listing Census 2011, etc., as per the needs of the Master Plan Report.

h. to provide the Final hard and soft copies of all the maps in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) to concerned Deputy Director prepared based on the direction of concerned Deputy Director which is made after final verification conducted by him for authentication by Director T&CP Assam as stated below -

- Five set of coloured hard-copies of the maps,
- Soft copies of all the final maps in the format where it is prepared and also in the following formats: (i) .shp, (ii) .pdf and (iii) .jpg

Thus, at the end of the exercise, the successful bidder (Consultant) shall, as directed by the concerned Deputy Director, prepare and provide the following final maps (five sets of coloured hard-copy in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) and soft-copies in pen drive):-

- i. Base map
- ii. Existing Land use Map as found during the instant exercise
- iii. Existing Land use Map as per Master Plan
- iv. Proposed land use Map as per Master Plan
- v. Proposed Zoning Map as per Master Plan
- vi. Proposed Circulation Map as per Master Plan
- vii. Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management

2.2.2 The successful bidder (Consultant) has to carry out such other activities as may be incidental in terms and technical matter to achieve the aim and objectives of this RFP.

2.2.3 The successful bidder shall undertake field-visits as and when required to perform the activities for the purpose of this RFP, cost of which shall be covered by his quoted rates. No extra payment will be made for such visits.

2.2.4 Verifications to be done by the concerned Deputy Director, in each occasion, shall be completed within 30 days from the date of receipt of documents and submit to the Consultant for its further works immediately.

3.0 INFORMATION / INSTRUCTION TO BIDDERS.

3.1 This RFP along with its Annexure is not transferable. Bidder, to whom it is issued, has to submit the bid. Duly issued Bid forms will only be accepted.

3.2 Though adequate care has been taken while preparing the RFP, the bidder shall satisfy himself / itself on receipt of the RFP document that RFP documents is

complete in all respect. Each Bidder is expected to examine carefully this RFP document. Failures to comply with the requirements of this RFP document will be at the Bidders own risk. It would be deemed that prior to the submission of the Proposal, the Bidder has – (i) made a complete and careful examination of requirement and other information set in this RFP document (ii) received all such relevant information and (iii) made a complete and careful examination of the various aspects of the project / work.

3.3 Intimation of discrepancy, if any, shall be given to the Director, Town and Country Planning, Assam immediately. If no intimation is received from any Bidder on or before the date of Pre bid clarification / queries, it shall be considered that the issued document is correct and complete in all respect and same has been received by the Bidder.

3.4 The Director, Town and Country Planning, Assam reserve the right to modify, amend or supplement this RFP document. The Director, Town and Country Planning, Assam may withdraw or cancel the RFP, at any time, without assigning any reason thereof. It may also be noted that the RFP and other documents issued, if modified / amended, such modification (s) / amendment(s), if any, shall be intimated to all the bidders to whom it has been issued.

3.5 PREPARATION AND SUBMISSION OF PROPOSAL

3.5.1 The Bidder shall provide all the information as per RFP document. The Director, Town and Country Planning, Assam reserves the right to evaluate only those bids that are received in the required format, complete in all respect and in line with the instructions contained herein.

3.5.2 The currency for the purpose of this Bid shall be **Indian Rupees**.

3.5.3 The proposal shall be submitted in 2 (Two) separate envelopes and put together in 1 (One) single outer envelope along with Bid submission Form (Covering letter). **Each envelope should be addressed to the Director, Town and Country Planning, Assam, Dispur, Guwahati – 781006 and should bear the Name of the Bid (Technical Bid or Financial Bid, whichever is applicable) and name of the Project – “Preparation of different maps for Master Plans for Master Plan Area of different urban centers of Assam” at top of the envelop and Name and address of the consultants / firms submitting the proposal at left bottom portion of the envelopes.** The contents of both the envelopes are explicitly mentioned below:

3.5.3.1 Envelope 1 : Technical Bid consist of the following:

- a. **Earnest Money (EM)** for the amount and form as mentioned in the **Notice Inviting RFP**.

- b. Technical Bid Submission forms (Form No. 1 & 2)
- c. Bidders information form and Index of Submission
- d. Document showing the entity's **incorporation / establishment** such as Registration, legal constitution, etc.
- e. Annual **Income Tax Return** of last three financial years.
- f. **Average Annual Financial Turn over** during last 3 (three) years ending **March, 2015** authenticated by chartered Accountant. Average Annual Financial Turn over should be at **least Rs. 10.0 lakhs**.
- g. **Experience** of having successfully completed works of preparation of GIS based Cadastral and / or other GIS based maps during last 7 (seven) years ending 31st December, 2015 which should either of the following:
 - (i) Three GIS based Cadastral and/or other maps preparation works costing of each is not less than Rs. 12.0 lakhs.
Or
 - (ii) Two GIS based Cadastral and/or other GIS based maps preparation works costing of each is not less than Rs. 15.0 lakhs.
Or
 - (iii) One GIS based Cadastral and/or other maps preparation works costing of each is not less than Rs. 24.0 lakhs.
(Copies of Work allotment letter / work order, completion certificate, duly signed with seal by the bidder are to be submitted as proof of his / its experience.)
- h. Organizational profile showing:
 - (i) Profile of the Organization/ Bidder
 - (ii) **Team Leader of Proposed Team for preparation of GIS based maps for the RFP:** Name, Designation in the Organization, Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps of the proposed Team Leader.
(Self attested Documents by the team leader as proof of Team Leader's Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps should be submitted).
 - (iii) **Experts / Professionals of Proposed Core Team for preparation of GIS based maps for the RFP:** Name, Designation in the Organization, Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps of each Expert / Professional.

(Self attested Documents by each Expert / Professional as proof of his / her Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps should be submitted.)

- i. Details of **completed GIS** based map preparation **projects / works** done by the bidder.
- j. Details of **GIS based map preparation ongoing projects / works** of the bidder.
- k. Details of **Hardware and Software** available with the bidder.
- l. **PERT chart** and **Bar Charts** for completion of GIS based maps preparation work stated in the RFP **considering** – (i) Time of completion of the work as stated in the Notice inviting RFP (ii) Scope of works (iii) Completion of selection of successful bidder by 15th March, 2016 (approximate date for consideration for preparation of PERT chart) etc.
- m. Valid Service Tax Registration Certificate
- n. Self attested copy of PAN Card in the name bidder.

3.5.3.2 Envelope 2 : Financial Bid:

It shall contain Financial Bid Form where bidder has to provide the following information:

- i. Name and address of the Bidder with Telephone No., Fax Number, e-mail ID, Website etc.
- ii. Name of the Authorized person
- iii. Rate quoted for preparation of GIS based maps stated in the RFP. Rate quoted should be **in Indian Rupees / Square Kilometer**. Bidder has to authenticate this Financial Bid Form with his /her/its signature and seal.

3.5.4 Language:

The Proposal with all accompanying document and all communications in relation to or concerning the RFP shall be in **English language** and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for. In case, any of the Documents is not in English language, it must be accompanied by an accurate translation of all the relevant page(s) in English duly authenticated by putting signature and seal of the bidder and for all purposes of interpretation of the proposal the translated version in English shall prevail.

3.5.5 Complete proposal in all respect must be submitted with all pages numbered serially, along with index of submissions indicating page numbers *in the Bidders Information and Index of submission Form at ANNEXURE – IV.*

3.6 The bidder fulfilling the Eligibility Criteria has to give Power Point presentation showing their plan of activity and methodology to complete the GIS based map preparation work stated in the RFP.

3.7 EVALUATION OF PROPOSALS

The evaluation of the Technical Proposal will be done by an Evaluation Committee set up by the Director, Town and Country Planning, Assam. Evaluation will be carried out in the following steps:

3.7.1 Step -1 Evaluation to confirm Eligibility

3.7.1.1 Eligibility of the bidder shall be ascertained on the basis of the documents submitted as mentioned at the section **3.5.3.1 (Envelope 1)**. Non submission of any of the documents/ supporting documents shall make the Bidder ineligible.

3.7.1.2 Bids may be rejected on any of the following grounds also:

3.7.1.2.1 Bid not accompanied by a valid **EMD**.

3.7.1.2.2 Each page of the Bid is not signed by bidder / authorized signatory.

3.7.1.2.3 Bid not containing all the annexure given as part of the Technical bid.

3.7.1.2.4 Bid being conditional

3.7.1.2.5 Bids having conflicts of Interest

3.7.1.2.6 The Authority reserves the rights to reject any Proposal without assigning any reason.

3.7.2 Step - 2 Evaluation of Technical Proposal

The evaluation committee shall assess the Technical Proposal and assign score as mentioned below:

Sl. No.	Aspects to be evaluated	Maximum Technical Score
1	Work experience, details of completed and ongoing projects in GIS works	25
2	Team Leader and Core Team of Experts / Professionals	25

3	Hardware and Software available with the bidder	20
4	RERT Chart and Bar Chart	10
5	Presentation	20
T O T A L =		100

3.7.2.1 Each proposal will be evaluated as per criteria as mentioned above and will be given a Technical Score (TS). The proposals securing TS of minimum 70 shall be considered as technically qualified bidders. Financial Proposals of technically qualified bidders shall only be considered for opening which will be notified to them.

3.7.2.2 All the Financial Proposals of incomplete and unqualified Technical Proposals shall be returned to the bidders un-opened. Earnest Money of such bidder(s) will be released on their application.

3.7.3 Step - 3 Evaluation of Financial Proposal

3.7.3.1 The Financial Proposals of the qualified bidders at Step- 2 shall be opened at the place, date and time communicated to them. The rate quoted by the bidders shall be read aloud and shall be recorded.

3.7.3.2 **The rate quoted at Financial Proposal shall include all charges and expenses such as Service Tax and all other taxes, duties, fees, levies, charge for arranging satellite imagery and other charges as applicable.**

3.8 NEGOTIATIONS AND AWARD OF CONTRACT

3.8.1 Counter offer to L1 bidder, in order to arrive at an acceptable rate, shall amount to negotiation.

3.8.2 **After completing the negotiation, the Director, Town and Country Planning, Assam shall issue a Preliminary Letter of Award (PLOA).** The selected Bidder (consultant) shall within 7 (seven) days from date of receipt of **Preliminary Letter of Award (PLOA)** shall submit **Performance Security** for an amount of 10% of accepted amount, resulting from accepted rates, in the form of Fixed Deposit duly pledged / Bank Draft payable at Guwahati / Bank Guaranty from a nationalised Bank, covering **90 days more than the entire period of time of completion as stated in Notice inviting RFP**, in favour of the Director, Town and Country Planning, Assam. After receiving the Performance Security from the selected bidder, the Director, Town and Country Planning, Assam and the selected bidder will sign the **Agreement (to be called Contract hereinafter)**. After signing of Agreement Director, Town and Country Planning, Assam will issue **Final Letter of Award (FLOA)**. The process of signing of the Agreement and issue Final Letter of

Award (FLOA), as far as possible, will be completed within 7(Seven) days from date of receipt of Performance Security.

3.8.3 EMD of un-successful and successful bidders will be released on application from such Bidder after issue Final Letter of Award.

3.9 It is also mandated here that the list of experts submitted as the Core team with this bid along with the Team Leader should be available for all major meetings called by the Director, Town and Country Planning, Assam. The members of the Core team and the Team Leader cannot be changed without intimating the Director, Town and Country Planning, Assam and the concerned Deputy Director of the same in writing. In case, there is any change in the core team or Team Leader, it must be replaced by equally qualified and experienced person(s).

3.10 All the materials and data procured by the Selected Bidder (Consultant), in connection with the work allotted to him/ her/ it, shall be the property of this Directorate and cannot be re-produced or utilized in any other works, without prior permission of the Director, Town and Country Planning, Assam. If any such matter comes to the notice, Director, Town and Country Planning, Assam may initiate legal proceedings against him/ her / it.

3.11 CONFIDENTIALITY

Information relating to examination, clarification and recommendation concerning the process of selection shall be treated as confidential and shall not be disclosed to any person, not officially concerned with the process.

3.12 MISCELLANEOUS AND OTHER CONDITIONS

3.12.1 The Selection process shall be governed and construed in accordance with the laws of India and Courts at Guwahati shall have exclusive jurisdiction over all disputes arising under pursuant to and/or in connection with the Selection process.

3.12.2 The Director, Town and Country Planning, Assam in its sole discretion and without incurring any obligation or liability reserves the right, at any time, to:

3.12.2.1 Suspend and /or cancel the Selection Process and /or amend and /or supplement the Selection process or modify the dates or other terms and conditions relating thereto.

3.12.2.2 Consult with any Bidder in order to receive clarification or further information.

- 3.12.2.3** Retain any information and /or evidence submitted to the Director, Town and Country Planning, Assam by/on behalf of and /or in relation to any Bidder and /or
- 3.12.2.4** Independently verify, disqualify, reject and /or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 3.12.3** Unless otherwise specified the RFP Document shall mean the complete set of document along with all Annexure and subsequent Addendum/Corrigendum.
- 3.12.4** Director, Town and Country Planning, Assam will not be responsible for any delay, loss or non-receipt of bids sent by post/ courier. Further, Director, Town and Country Planning, Assam shall not be responsible for any delay in receiving the Proposal and reserve the rights to accept/reject any or all Bids without assigning any reason thereof.
- 3.12.5** All document(s) and other information supplied by the Director, Town and Country Planning, Assam or submitted by the Bidder shall remain or become, as the case may be, the property of Director, Town and Country Planning, Assam.
- 3.12.6** The Director, Town and Country Planning, Assam reserves the right to make inquiries in respect of qualification and previous experience record of any / all of the Team Leader or Experts / Professionals listed by the Bidders.
- 3.12.7** The Selected Bidder would ensure compliance of all the applicable laws, rules, legislations and guidelines required to be met for the Project / work. Any default to the compliance requirements would be default on part of the Selected Bidder (Consultant) and could lead to termination of the agreement.
- 3.12.8** The confirmation and cross checking of the details provided shall be sole responsibility of the Bidders and Director, Town and Country Planning, Assam and /or any of its officers /representatives shall not be held responsible for the same in any manner whatsoever.
- 3.12.9 Dispute Resolution:** Any dispute or differences arising out of or in connection with the contract shall be settled by discussions among concerned the parties i.e. Director, Town and Country Planning, Assam, Concerned Deputy Director and the Consultant and decision of the Director, Town and Country Planning, Assam shall be final and binding on all parties.

3.12.10 **Transfer and Sub-letting:** The bidder has no right to give, bargain, sell, assign or sublet the contract or any part thereof to a third party.

3.12.11 **Payment to Consultant:** No advance payment will be made to the Consultants. Payments of bills for completed portion(s) of works will be made by Director, Town and Country Planning, Assam. Consultant will submit bills to the concerned Deputy Director for checking and verification and after receiving duly checked and verified bill(s) with concerned Deputy Director's recommendation for payment, Director, Town and Country Planning, Assam will make the payment of the bills.

3.12.12 Release Performance Security

Performance Security amount, deposited by the Consultant, will be released on application after expiry of 90 days from the date of submission of final soft and hard copies of GIS based maps as stated in Terms of Reference.

4.0 TERMS OF REFERENCE

4.1 The Consultant shall :

- 4.1.1 collect all the hard copies of relevant cadastral maps (Revenue Maps) of villages and town areas within the Master Plan Area from the concerned Deputy Director of Town and Country planning (**to be called concerned Deputy Director herein after**).
- 4.1.2 do the scanning, geo-referencing and digitizing the Cadastral maps collected from concerned Deputy Director with minimal scaling errors and return the hard copies of the cadastral maps to the concerned Deputy Director.
- 4.1.3 stitch the scanned, geo-referenced and digitized copies of cadastral maps.

However, where available, concerned Deputy Director may provide scanned copy / copies of cadastral maps sourced from Directorate of Land Records and Survey, Assam which may be used by the Consultant.

Where there is any missing cadastral map, the consultant has to consult the concerned Deputy Director for those missing maps and to complete the works stated in **4.1.2**.

- 4.1.4 arrange, geo-reference and digitize the satellite imagery for the master plan area of the concerned urban center.
- 4.1.5 ground truth the digitized & geo-referenced cadastral maps and the satellite imagery where concerned Deputy Director will accompany the Consultant during ground truthing.

- 4.1.6 prepare the base map of the master plan area of the Urban center in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) by superimposing stitched, digitized & geo-referenced cadastral maps over the geo-referenced and digitized satellite imagery. The base map shall have, in different layers, the followings:
 - 4.1.6.1 Master Plan area boundary
 - 4.1.6.2 Municipal / Town area boundary
 - 4.1.6.3 Ward boundaries
 - 4.1.6.4 Cadastral boundaries with dag numbers
 - 4.1.6.5 Existing roads
 - 4.1.6.6 River, stream, Jan, water bodies, if any.
 - 4.1.6.7 Major land marks
- 4.1.7 submit base map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) both in hard copy and soft copy (in pen drive) to the concerned Deputy Director for detailed verification and marking / recording of existing land use on it.
- 4.1.8 Collect the duly verified base map in grid-wise printable format with legible dag numbers etc. with marking of existing land use, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map from the concerned Deputy Director
- 4.1.9 Create different layers of GIS base land use maps on the base map in consultation with the concerned Deputy Director, add attribute and data as provided by Concerned Deputy Director including the Census data provided by Concerned Deputy Director as per the needs of the Master Plan Report.
- 4.1.10 Prepare GIS base draft hard and soft copies of all the maps - Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) in consultation with Concerned Deputy Director.
- 4.1.11 Submit GIS base hard and soft copies (in pen drive) of all the maps - Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities

- Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) to concerned deputy Director for verification
- 4.1.12 Collect verified maps from Concerned Deputy Director for preparation of final draft maps.
- 4.1.13 Prepare the hard and soft copies of **final draft** of all the maps - Base map, Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management
- 4.1.14 Submit **one** set of the aforesaid maps in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) of coloured hard-copies and one set of Soft copies (in pen drive) of all the final maps stated below in the format in which it is prepared and also in the following formats: (i) .shp, (ii) .pdf and (iii) .jpg to the concerned Deputy Director for final verification, if any.
- 4.1.14.1 Existing Land use Map as found during the instant exercise
- 4.1.14.2 Existing Land use Map as per Master Plan
- 4.1.14.3 Proposed land use Map as per Master Plan
- 4.1.14.4 Proposed Zoning Map as per Master Plan
- 4.1.14.5 Proposed Circulation Map as per Master Plan
- 4.1.14.6 Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management
- 4.1.15 Collect finally verified maps from Concerned Deputy Director
- 4.1.16 Correct, if any, of the GIS base master plan maps and prepare the hard and soft copies of **final maps** - Base map, Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management
- 4.1.17 Submit **five sets of coloured hard copies** in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) and **one set of Soft copies (in pen drive)** in the format in which it is prepared and also in the following formats: (i) .shp (ii) .pdf and (iii) .jpg **of all the final maps stated below**
- 4.1.17.1 Existing Land use Map as found during the instant exercise
- 4.1.17.2 Existing Land use Map as per Master Plan
- 4.1.17.3 Proposed land use Map as per Master Plan
- 4.1.17.4 Proposed Zoning Map as per Master Plan

- 4.1.17.5 Proposed Circulation Map as per Master Plan
- 4.1.17.6 Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management

5.0 PAYMENT SCHEDULE

5.1 Bills are to be submitted town-wise based on completed activities / works and deliverables shown in the Schedule below. No other intermediate bill will be accepted.

Urban Center wise Activities / Works & Deliverables	Deliverable based Percentage (%) of Payments
1st Bill : Submission of GIS base Map	
<p>5.1.1 Collection of all the hard copies of relevant cadastral maps (Revenue Maps) of villages and town areas within the Master Plan Area from the concerned Deputy Director of Town and Country planning</p> <p>5.1.2 Scanning, geo-referencing and digitizing the Cadastral maps collected from concerned Deputy Director with minimal scaling errors and return the hard copies of the cadastral maps to the concerned Deputy Director.</p> <p>5.1.3 Stitching the scanned, geo-referenced and digitized copies of cadastral maps.</p> <p>5.1.4 Arranging, geo-referencing and digitizing the satellite imagery for the master plan area of the concerned urban center.</p> <p>5.1.5 Ground truthing the digitized & geo-referenced cadastral maps and the satellite imagery where concerned Deputy Director will accompany the Consultant during ground truthing.</p> <p>5.1.6 Preparation of the base map of the master plan area of the Urban center in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) by superimposing stitched, digitized & geo-referenced cadastral maps over the geo-referenced and digitized satellite imagery. The base map shall have, in different layers, the followings:</p> <ul style="list-style-type: none"> 5.1.6.1 Master Plan area boundary 5.1.6.2 Municipal / Town area boundary 	<p>30% of total sq.km rate of the Master Plan area of the Town</p>

<p>5.1.6.3 Ward boundaries</p> <p>5.1.6.4 Cadastral boundaries with dag numbers</p> <p>5.1.6.5 Existing roads</p> <p>5.1.6.6 River, stream, Jan, water bodies, if any.</p> <p>5.1.6.7 Major land marks</p> <p>5.1.7 Submission of base map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) both in hard copy and soft copy (in pen drive) to the concerned Deputy Director for detailed verification and marking / recording of existing land use on it.</p>	
<p>2nd Bill : SUBMISSION OF DRAFT COPIES OF EXISTING LAND USE MAP AND OTHER MASTER PLAN MAPS</p>	
<p>5.2.1 Collection of the duly verified base map in grid-wise printable format with legible dag numbers etc. with marking of existing land use, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map from the concerned Deputy Director</p> <p>5.2.2 Creation of different layers of GIS base land use maps on the base map in consultation with the concerned Deputy Director, add attribute and data as provided by Concerned Deputy Director including the Census data provided by Concerned Deputy Director as per the needs of the Master Plan Report.</p> <p>5.2.3 Preparation of GIS base draft hard and soft copies of all the maps - Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan,</p>	<p>25% of total sq.km rate of the Master Plan area of the Town</p>

Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) in consultation with Concerned Deputy Director.

5.2.4 Submission of **one set each** of GIS base hard and soft copies of all the maps - Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) to concerned deputy Director for verification

3rd Bill : SUBMISSION OF FINAL DRAFT COPIES OF EXISTING LAND USE MAP AND OTHER MASTER PLAN MAPS

<p>5.3.1 Collection of verified maps from Concerned Deputy Director for preparation of final draft copies.</p> <p>5.3.2 Preparation of the hard and soft copies of final draft of all the maps - Base map, Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management</p> <p>5.3.3 Submission of one set of aforesaid maps in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) of coloured hard-copies and one set of Soft copies (in pen drive) of all the final maps stated below in the format in which it is prepared and also in the following formats: (i) .shp, (ii) .pdf and (iii) .jpg to the concerned Deputy Director for final verification, if any.</p> <p>5.3.3.1 Existing Land use Map as found during the instant exercise</p> <p>5.3.3.2 Existing Land use Map as per Master Plan</p> <p>5.3.3.3 Proposed land use Map as per Master Plan</p> <p>5.3.3.4 Proposed Zoning Map as per Master Plan</p> <p>5.3.3.5 Proposed Circulation Map as per Master Plan</p> <p>5.3.3.6 Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management</p>	<p>25% of total sq.km rate of the Master Plan area of the town</p>
<p>Final Bill : SUBMISSION OF FIVE COPIES OF MASTER PLAN & OTHER MAPS</p>	

5.4.1 Collection of finally verified maps from Concerned Deputy Director

5.4.2 Correction, if any of the GIS base maps and preparation of the hard and soft copies of **final maps** - Base map, Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management

5.4.3 Submission of **five sets of coloured hard copies** in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) and **one set of Soft copies (in pen drive)** in the format in which it is prepared and also in the following formats: (i) .shp (ii) .pdf and (iii) .jpg **of all the final maps stated below**

20% of total sq.km rate of the Master Plan area of the town

5.4.3.1 Existing Land use Map as found during the instant exercise

5.4.3.2 Existing Land use Map as per Master Plan

5.4.3.3 Proposed land use Map as per Master Plan

5.4.3.4 Proposed Zoning Map as per Master Plan

5.4.3.5 Proposed Circulation Map as per Master Plan

5.4.3.6 Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management

6.0 Documents & Forms

6.1 BID SUBMISSION FORM : FORMAT FOR COVERING LETTER FOR SUBMISSION OF PROPOSAL

No. _____ Date: _____

To

The Director
Town and Country Planning, Assam
Dispur Guwahati-781006

SUBJECT: Proposal for preparation of GIS based maps for master plan areas of different Urban Centers of Assam

Ref.:-

Sir

Having examined the details given in RFP document for the above assignment, I hereby submit the relevant information and documents for considering my proposal as Consultant for preparation of GIS based maps for master plan areas of different urban centers of Assam.

I am / we are submitting proposal as a _____
_____ [proprietorship firm / Firm]

- a) I / We do hereby certify that all the statements made, information and documents supplied in the enclosed forms are true and correct.
- b) I / We have furnished all information and details necessary for submission of proposal and have no further pertinent information to supply.
- c) I / We also authorize Director, Town and Country Planning, Assam, Dispur, Guwahati or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
- d) I / We shall be liable to the Govt. of Assam for all my/our obligations and liabilities as per terms outlined in the RFP Documents.

Enclosures:

Env-1: Technical Bid, Env-2 : Financial Bid

Signature and Seal of the Applicant /

Date of submission::

Authorized Representative

6.2 TECHNICAL BID SUBMISSION FORM - 1

Declaration to Adherence to the Terms and Conditions and TOR outlined in the Request for Proposal (RFP) Document

To

The Director
Town and Country Planning, Assam
Dispur, Guwahati - 781006

Sir

I have carefully gone through the Terms and Conditions, TOR and Payment schedule outlined in the RFP Document for preparation of GIS based maps for master plan areas of different urban centers of Assam.

I do hereby declare that all the provisions of this RFP Document are acceptable to me / my Company. I further certify that I am an authorized signatory of my company and therefore, competent to make this declaration.

Yours truly,

Name:

Designation:

Company:

Address:

6.3 TECHNICAL BID SUBMISSION FORM - 2

DECLARATION REGARDING CLEAN TRACK RECORDS

To

The Director
Town and Country Planning, Assam
Dispur, Guwahati - 781006

Sir

I have carefully gone through the Terms and Conditions, TOR and Payment schedule outlined in the RFP Document for preparation of GIS based maps for master plan areas of different urban centers of Assam.

I do hereby declare that my Company has not been debarred / black listed by any Government / Semi Govt. Organization in India. I further certify that I am an authorized signatory of my company and therefore, competent to make this declaration.

Yours truly,

Name:

Designation:

Company:

Address:

6.4. BIDDERS INFORMATION FORM AND INDEX OF SUBMISSION

A. Earnest Money (To be submitted in separate envelope)

Sl. No.	Information required	Information based on supporting Documents submitted	Page No. of the self attested supporting document
1	Name of the firm		
2	Document showing / supporting the entity's incorporation / establishment such as Registration, legal constitution, etc.		
3	Address, telephone No., fax no. e-mail ID, website		
4	Name of the Proprietor / Chief Executive / Managing Director/Partners		
5	Contact Person – Name, Designation and address including contact no. and e-mail ID		
6	<p><i>Experience</i> of having successfully completed works of preparation of GIS based Cadastral and / or other GIS based maps during last 7 (seven) years ending 31st December, 2015 which should either of the following:</p> <p>(i) Three GIS based Cadastral and/or other GIS based maps preparation works costing of each is not less than Rs. 12.0 lakhs</p> <p style="text-align: center;">Or</p> <p>(ii) Two GIS based Cadastral and/or other GIS based maps preparation works costing of</p>		

	<p>each is not less than Rs. 15.0 lakhs. Or (iii) One GIS based Cadastral and/or other GIS based maps preparation work costing of each is not less than Rs. 24.0 lakhs.</p> <p>(Copies of Work allotment letter / work order, completion certificate, duly signed with seal by the bidder are to be submitted as proof of his / its experience.)</p>		
7	<p>Organizational profile showing: (i) Profile of the Organization/ Bidder (ii) <i>Team Leader of Proposed Team for preparation of GIS based maps for the RFP:-</i> Name, Designation in the Organization, Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps of the proposed Team Leader. (Self attested Documents by the team leader as proof of Team Leader's Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps should be submitted.) (iii) <i>Experts / Professionals of Proposed Core Team for preparation of GIS based maps for the RFP:</i> Name,</p>		

	<p>Designation in the Organization, Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps of each Expert / Professional.</p> <p>(Self attested Documents by each of the Team as proof of his / her Educational qualifications, Experience of executing works of preparation of GIS based Cadastral and / or other GIS based maps should be submitted.)</p>		
8	<p>Annual <i>Income Tax Return</i> of last three financial years. Average Annual Financial Turn over during last 3 (three) years ending March, 2015 authenticated by Chartered Accountant. Average Annual Financial Turn over should be at least Rs. 10.0 lakhs.</p>		
9	<p>Valid Service Tax Registration (Certified copy of registration certificate is to be submitted)</p>		
10	<p>Copy of self attested PAN Card in the name of bidder</p>		
11	<p>Details of <i>completed GIS based map preparation projects / works</i> done by the bidder.</p>		

12	Details of <i>GIS based map preparation ongoing projects / works</i> of the bidder.		
13	Details of <i>Hardware and Software</i> available with the bidder		
14	<i>PERT chart and Bar Charts</i> for completion of GIS based maps preparation work stated in the RFP considering Time of completion of the work as stated in the Notice inviting RFP, scope of works, <i>completion of selection of successful bidder by 15th March, 2016 (approximate date for consideration of PERT Chart) etc.</i>		

NB: Please attach separate sheet, if necessary.

Signature of the Applicant/Authorized representative

Envelope-2

ANNEXURE - III

6.5 FINANCIAL BID FORM

1	Name of the firm	
2	Address, telephone No., fax no. e-mail ID, website	
3	Name of the Authorized Person with Designation	
4	Rate Quoted Per Sq. Km in Indian Rupees	

Name:

Designation:

Company:

Address

Bank Guarantee No.

Dated

PERFORMANCE BANK GUARANTEE

To

The Director Town and Country Planning, Assam
Dispur :: Guwahati – 781006.

WHEREAS Sri[Name and address of Consultant] (Hereafter called “the Consultant”) has undertaken, in pursuance of Preliminary Letter of Award (PLOA) No. Dated. to prepare GIS based Master Plan Maps and other GIS base Maps for (name of Urban centers) in district of(Name of Districts)

AND

WHEREAS it has been stipulated by you in the said PLOA that the Consultant shall furnish you with a Bank Guarantee by a Nationalized bank for the sum specified therein as security for compliance with his obligation in accordance with the Terms of Reference;

AND

WHEREAS we have agreed to give the Consultant such a Bank Guarantee:

NOW, THEREFORE, we hereby affirm that we are the Guarantor and responsible to you on behalf of the Consultant, up to a total of Rs. [amount of guarantee]* Rupees only (in words), such sum being payable in types and proportions of currencies in which the Performance Security is payable, and we undertake to pay you, upon your first written demand and without cavil argument, any sum or sums within the limits of Rs. (Rupees only) [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Terms of reference or of the Works to be performed there under or of any of the agreement which may be made between your hand and the Consultant shall in any way

release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 270 days from the date of issue of this guarantee
i.e. up-to _____ (date).

Signature and Seal of the guarantor_____

Name of the Bank_____

Address_____

Date_____