

GOVERNMENT OF WEST BENGAL

Directorate Land Records & Surveys

Survey Building

35, Gopalnagar Road, Alipore

Kolkata – 700 027

REQUEST FOR PROPOSAL FOR PREPARATION OF CADASTRAL MOUZA MAPS BY DIGITIZATION AND GROUND TRUTHING OF PHOTO MAPS OF PURULIA DISTRICT, PREPARED BY AERIAL SURVEY.

R F P NO.19/1458/D/2011 dated 24.11.2011

(1) INTRODUCTION

The Directorate of Land Records & Surveys, Govt. of West Bengal, is responsible for cadastral Mapping in the state, showing land parcel boundaries on large scale maps. The DLR&S, W.B. intends to invite proposals from qualified and experienced firms or companies for preparing accurate cadastral mouza maps from Photo maps.

(2) BACK GROUND

As conventional ground survey (control survey by theodolite traverse followed by detailed survey by chain and optical square method) & require enormous time, manpower and other reasons, the Director of Land Records & Surveys, West Bengal considered Aerial Photography a more accurate and faster method than by conventional method.

In the resolution of the Standing Committee of the Xth All India Cadastral Survey Conference, dated 25th/26th April, 1991, it was recommended to the govt. of India that one district in each State should be taken up for aerial survey for cadastral mapping as a Pilot Project. Accordingly, it was decided that the Pilot Project for preparation of latest cadastral maps by Aerial Photography would be undertaken in the district of Purulia in West Bengal because the current Survey & Settlement Operation under the W.B.L.R. Act, 1955 was started rather late (in 1981) and a large number of mouzas have not yet been covered by the operation in this district.

At present total number of mouza in Purulia District is 2700 and the number of mouza covered by Aerial Survey is 2697. Total number of Photo prepared in the scale 1:3960 is 2400 out of which this Directorate has received photo 1130 and number of Phot-maps whose mouza maps prepared manually is 285.

(3) OBJECTIVES

The above mentioned Photo-maps were prepared by Aerial Photography method and the mouza maps are generally prepared manually, which is not free from human errors. Hence the Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal intends to prepare mouza maps by digitizing & Ground Truthing the images of the photo-maps prepared by Aerial Survey in Purulia District.

The selected company should have to prepare mouza maps by digitizing & Ground Truthing the images of the photo-maps and after completion of such work the company has to submit hard copy in 1:3960 scale and soft copy in dwg. & shp format.

The selected company should do/complete the work as per the methodology given in point 13 of page no. 11

Main features of the REQUEST FOR PROPOSAL Paper are as follows:-

1	Common Terms and conditions governing the REQUEST FOR PROPOSAL	Annexure-I
2	Technical specification with related terms & conditions	Annexure-II
3	Proforma for submission of Rates (for submission with Commercial Bids)	Annexure-III
4	Amount of Earnest Money Deposit (EMD) in favour of the D.L.R. & S, W.B., Alipore, Kolkata – 27	Rs.20000/-
5	REQUEST FOR PROPOSAL validity period	1 Year
6	Estimated project completion time	Depending on volume of work
7	Cost of REQUEST FOR PROPOSAL papers payable in cash (Cash Counter open upto 2.00 PM on each working day)	Rs. 100/-

Time Schedule for REQUEST FOR PROPOSAL Related Activities

Sl No.	Key Activities	Date & Time	Venue
1	Issue of REQUEST FOR PROPOSAL paper on submitting Cash Receipt (on working days only)	19.12.11 to 26.12.11 (11.00 A.M. to 2.00 P.M.)	Directorate of Land Records & Surveys, West Bengal, 'Survey Building' 35, Gopalnagar Road, Alipur, Kolkata-700 027
2	Last date of issuing REQUEST FOR PROPOSAL Paper	26.12.11 (Upto 2.00 P.M.)	
3	Last date for submission of any written queries any by the REQUEST FOR PROPOSAL or bidder for true meaning of any part of the REQUEST FOR PROPOSAL	03.01.12 (Upto 3.00 P.M.)	
4	Pre-bid Conference	04.01.2012 at 12.00 Noon	
5	Response to the bidder question	05.01.2012	
6	Last date for submission of REQUEST FOR PROPOSAL paper	10.01.2012 (Upto 3.00 P.M.)	
7	Opening of cover-A containing REQUEST FOR PROPOSAL document & EMD	12.01.2012 (From 11.00 A.M.)	
8	Date of opening the Technical Bids (i.e. cover - B)	12.01.2012 (From 12.00 Noon)	
9	Bidder presentation of work	16.01.2012	
10	Technical Evaluation	17.01.12 & 18.01.12	
11	Technical Marks Announcement and opening of the commercial proposal	18.01.2012	
12	Evaluation of the Commercial proposal	18.01.2012	
13	Award of Contract to the selected Vendor	25.01.2012	

SPECIAL TERMS & CONDITIONS

1. Vendor should not assign the job to sub-contractor or sub-contract any part thereof to any other party.
2. The vendor shall ensure the security of the original Photo- maps.
3. The D.L.R. & S, W.B. has the right to recover the cost of Photo-maps damaged due to mishandling etc. by the vendor from Security Deposit or E.M.D. or pending bills.

Pre-bid Conference

The DLR &S, WB will host a pre-bid Conference on 04.01.2012 at Survey Building, Alipur . The date, time and place of this Conference is also given in time schedule (Page-2) . The purpose of the conference is to provide bidders with information regarding REQUEST FOR PROPOSAL and to provide each Bidder with an opportunity to seek clarifications regarding any aspect of the REQUEST FOR PROPOSAL Paper. The Bidders are requested to seek any clarification/interpretations in writing to DLR&S, West Bengal, on or before 03.01.2012 (Upto 3.00 P.M.).

PREPARATION OF REQUEST FOR PROPOSAL AND PROCEDURE FOR SUBMISSION OF REQUEST FOR PROPOSAL

Agency shall have to submit their offer in prescribed formats after being collected from the office of the Director of Land Records & Surveys, West Bengal Survey Building, 35, Gopalnagar Road, Alipore, Kolkata-27 and enclose original REQUEST FOR PROPOSAL documents (Stamped and signed in each page) with the date and time as specified in REQUEST FOR PROPOSAL Notice.

The offer/bids are to be submitted in three parts viz – (1) REQUEST FOR PROPOSAL DOCUMENT & Earnest Money Deposit (EMD) (2) TECHNICAL BID and (3) FINANCIAL OR PRICE BID for three stage Bidding in three sealed covers 'A', 'B' and 'C'.

- (i) COVER-'A' – should contain –REQUEST FOR PROPOSAL Document – (ANNEXURE-I) and EMD and covering letter containing the proposal. (Non-submission of EMD will lead to rejection on of vendor's REQUEST FOR PROPOSAL proposal).
- (ii) COVER-'B'-Should contain –Technical Bid as per ANNEXURE-II.

The Technical bid includes the 'TECHNO-COMMERCIAL' proposal along with write up on specification, Technical qualification papers, latest Technical Brochures of Similar work as specified in REQUEST FOR PROPOSAL, Service credential and other Terms and Conditions, duly signed and stamped in each page of the REQUEST FOR PROPOSAL form and any other documents that the bidder consider would strengthen the bid proposal, should be submitted in the sealed cover super scribed as TECHNICAL BID. Price information in no way should be included in the Technical portion of the bid otherwise the bid will be rejected.

Agency should meet the criteria related to technical competence required for job execution as mentioned in the scope and Methodology of work (Page-11 , 12 & 13 of this REQUEST FOR PROPOSAL Paper).

- (iii) Cover-'C'- Should contain – Financial or price bid as per ANNEXURE-III.

ALL THE ABOVE MENTIONED THREE COVERS SHOULD CONTAINED IN COVER 'D' – Super scribed REQUEST FOR PROPOSAL Notice No. and title of the REQUEST FOR PROPOSAL and should be submitted to the Directorate of Land Records & Surveys, West Bengal, REQUEST FOR PROPOSAL Processing Section at 'Survey Building', 35-Gopal Nagar Road, Kolkata – 700 027 within notified date and time i.e. 10.01.2012 (Upto 3.00 P.M.)

GENERAL PRECONDITIONS FOR SUBMISSION OF THE REQUEST FOR PROPOSAL DOCUMENT

- (a) The intending Agency must have in its name as prime contractor, experience of having successfully completed similar nature of work during last three years.
 - (i) Reputed Organisation with at least one year experience of digitization of Cadastral mouza maps and Photo-maps in large scale as mentioned in REQUEST FOR PROPOSAL and ground survey by modern instruments is necessary.
 - (ii) The single bidder alone should have a total turn over of not less than Rs. 1 crores (Rupees one crore) in the last three years or one project of Rs. 50.00 lakh (Rupees Fifty lakh) and the other project of Rs. 50.00 lakh (Rupees Fifty lakh) or a minimum of 4 projects of Rs. 30.00 lakh (Rupees thirty lakh) each.
 - (iii) The Agencies must submit documentary evidence in support of the above claims in the form of certified copy of work order, completion certificate and payment certificate.
- (b) The Commercial part will be submitted as sealed cover as "C" containing the price for all items of work, Taxes and duties as mentioned in enclosed Price Bid Format (Annexure-III).
- (c) No REQUEST FOR PROPOSAL will be accepted after the due date and time mentioned above, unless extended by the Directorate by suitable publication of Notice.
- (d) The offer submitted by Telex/Telegram/e-mail or any manner other than specified above would not be considered.

- (e) Alteration, if any, in the REQUEST FOR PROPOSAL should be attested by the bidder failing which the REQUEST FOR PROPOSAL is liable to be rejected.
- (f) The Director of Land Records & Surveys, WB may modify the methodology and scope of work any time after selection of vendors.

OPENING OF THE REQUEST FOR PROPOSAL

1. REQUEST FOR PROPOSALS received would be opened in three sessions one each for REQUEST FOR PROPOSAL Document & EMD (Cover-A), Techno-commercial Bid or Technical Bid (Cover-B) and Financial Bid or Price Bids (i.e. Cover-C) in presence of the Bidders or their authorised representatives, who may be present on the occasion. Only one representative on behalf of each bidder will be allowed to attend the opening of REQUEST FOR PROPOSALS. The bidder representatives who are present shall sign a register evidencing their attendance.
2. The Cover-A containing REQUEST FOR PROPOSAL Document & EMD will be opened first during opening the REQUEST FOR PROPOSALS received, Cover - "A" (REQUEST FOR PROPOSAL Documents including EMD and the others official papers) shall be checked . Then the Technical proposal in Cover "B" shall be opened for all the Agencies whose REQUEST FOR PROPOSAL documents are found to be in conformity with the REQUEST FOR PROPOSAL conditions.
3. Agencies whose inputs in Technical Bids are found to be matching or exceeding the qualification requirements, will be informed for the date of opening the Price Bids either through FAX/e-mail.
4. Ambiguous offers, REQUEST FOR PROPOSAL document if not found in order shall be summarily rejected.

WITHDRAWAL OF REQUEST FOR PROPOSAL

- (a) **Any Agency may withdraw his/her REQUEST FOR PROPOSAL by written request at any time prior to the scheduled closing time for receipt of REQUEST FOR PROPOSALS and not thereafter. Any Bid withdrawn thereafter will make the bidder liable to forfeiture of the EMD.**

TERMS OF PAYMENT

After completion of the allotted work the Agency will submit the work along with all documents to the authorized officers of the DL&LRO of the concerned district with proper written information to the Joint Director of Surveys, West Bengal. Evaluation of this work will be done by the authorized officers of the DLR&S, West Bengal. After receiving a job-completion Certificate the Agency will submit the bill .

REQUEST FOR PROPOSAL INVITING AUTHORITY RESERVES THE FOLLOWING RIGHTS.

- (a) The acceptance of the REQUEST FOR PROPOSAL will rest with the accepting authority and does not bind the accepting authority to accept the lowest bid or any REQUEST FOR PROPOSAL and reserves the absolute right to accept or reject any REQUEST FOR PROPOSAL in full or in part or all REQUEST FOR PROPOSALS received ; if no party is found suitable as per requirement, Accepting Authority reserves the right to split up the work among the qualified bidders without assigning any reason thereof.
- (b) The REQUEST FOR PROPOSAL inviting authority reserved the right for seeking extension of offer from the successful bidder.
- (c) The REQUEST FOR PROPOSAL inviting authority reserves the right to modify and amend any of the stipulated conditions/criterion depending upon the project priorities vis-à-vis urgent requirements.

EVALUATION OF REQUEST FOR PROPOSAL

Evaluation of REQUEST FOR PROPOSAL will be done by the Technical Committee under the Chairmanship of the DLR&S, West Bengal, as per Technical Evaluation Criteria given in Annexure-II and selection of successful Agency will be done by the Selection Committee of this Directorate after considering all aspects of performance of the Agency .

ANNEXURE – I

General Terms and Conditions

(1) Interpretation of Documents

If any Agency finds discrepancies or omissions in the specification or other in the REQUEST FOR PROPOSAL documents or if he is in doubt as true meaning of any part thereof, it shall make a written request to the REQUEST FOR PROPOSAL inviting authority for correction/clarification or interpretation before the submission of the REQUEST FOR PROPOSAL.

(2) Splitting of the contract and curtailment of work

The REQUEST FOR PROPOSAL inviting Authority reserves the right to split up and distribute the work among the successful Agencies and to curtail or modify any allotted work partly or fully.

(3) Earnest Money Deposit

Value of EMD = Rs.20000/-

Bank Demand Draft / Pay order in favour of 'Director of Land Records & Surveys, West Bengal' payable at Kolkata issued by any Nationalised Bank / Scheduled Bank should be submitted along with the REQUEST FOR PROPOSAL. The amount of EMD should be Rs.20000/-.

This amount of EMD, without interest, will be refunded to all the unsuccessful bidders after the work is awarded. No REQUEST FOR PROPOSAL will be accepted without EMD. The Earnest Money of the successful Agency can be adjusted as part of the security Money.

(4) Performance security / security Deposit

The successful Agency shall have to deliver in favour of the REQUEST FOR PROPOSAL inviting authority a contract performance security / security Deposit limited to a sum equal to 15 % of the total Bid value (or contract Price), in the form as given below –

(i) Bank Guarantee on any scheduled Indian Bank for full amount of 15% of the contract price at the time of getting the work order and will remain valid beyond 3 months of completion of the work after which the Bid security, will be refunded to successful Agency.

Or

(ii) Bank Demand Draft drawn in favour of the Director of Land Records & Surveys, West Bengal for full amount of contract performance security, amounting to 15% of the contract price will be refunded to the successful Agency after 3 month of completion of the work.

Forfeiture of the security deposit and on site cost in part or full may be caused due to reasons of non-execution of the job and failure to honour the terms and conditions of the REQUEST FOR PROPOSAL documents.

(5) REQUEST FOR PROPOSAL validity Period

The REQUEST FOR PROPOSAL bids shall be valid after date of placing initial order up to the date of completion of the assigned job. (not exceeding one year)

(6) Price Validity

(a) The rates offered will remain valid till completion of the volume of work in a stipulated time from the date of award of the work to the Agency and no escalation of price for reason whatsoever will be allowed till the completion of the job.

(b) Selected Agency will have to sign a **Rate contract (R.C)** for supply of services to the Directorate of Land Records & Surveys, West Bengal.

(c) The REQUEST FOR PROPOSAL inviting authority reserves the right for seeking extension of validity of the offered rates from the successful Agency. Acceptance of such request during offer is however optional to Agency.

(7) Delivery Schedule

Delivery Time Schedule for completion of allotted work (in the time of delivery of Hard & Softcopy of Plot Sheets) will be strictly maintained and followed.

Completion time will be calculated from the date of issue of the work order to the successful Agency and it would be calculated as per outturn laid down in agreement interalia a time frame of 15 days for preparation of soft copy from the hard copy.

(8) Risk Purchase

In the event of failure to adhere to the delivery job/work schedule, the DLR&S, W.B. shall have the right to get the job done or performed from alternate sources at the risk and cost of the Agency and the excess expenditure on account of this shall be recovered from security deposit or pending bills or by raising a separate claim.

(9) Liquidated Damages for delay in completion (Penalty caused for Delay and Inaccuracies)

(a) If the Agency fails to deliver the services ordered thereof within the period fixed for such delivery, or on account of inaccuracies in the work executed, the Director of Land Records & Surveys, West Bengal shall have the right to claim penalty. As this project is a time bound project being implemented by this Directorate, the delivery schedule given by this Directorate should be scrupulously observed.

(b) If the Agency fails to complete the work or job within the contracted time, it shall without prejudice to any other right or remedy available under the Law, on account of such breach to this Directorate pay as agreed compensation, the amount calculated at a rate stipulated below.

(c) Penalty for delay should be imposed on the following manner.

Days	% of Penalty
For every 7 days	0.5% of the contract value to a maximum 4%
Maximum delay – 60 days	4% of the contract value
Exceeding 60 days	Beyond 60 days the agreement is liable to be terminated

(d) Penalty should also be imposed under the following manner for inaccuracy / errors detected during checking of work.

Nos. of Errors/Mistakes (% of errors)	Rate of Penalty per map/sheet
Upto 1 %	Rs. 5000/

[**Note:** Errors in each sheet means the discrepancy of inner details of mouza maps from those of the Photo-maps. Errors should be corrected by the Agency on their own cost. Entrusted officers of our department will supervise & check the surveyed details of the ground feature.]

(a) If the Agency fails to deposit the Penalty within a specified period to be mentioned in the notice the same will be adjusted against the performance security. If the penalty amount falls short of the performance security the same will be recovered from the bill for the work payable to the Agency.

10. Quality Assurance

The Director of Land Records & Surveys, West Bengal reserves the right for discontinuance of the services at any time if the ordered work / job or services are found unsatisfactory or inferior in quality at any stage of the work or job.

No payment will be made for the jobs/works which are found to be inaccurate, unsatisfactory or incomplete. In case of recurrence of errors the contract will liable to be cancelled and security deposit will be forfeited.

Penal charges shall also be imposed on Agency for losses incurred by the D.L.R.&S, W.B. due to failure on the part of the Agency to provide quality services / accomplish the assigned job as per Clause -'9'.

11. Canvassing

Canvassing in any form for the acceptance of any REQUEST FOR PROPOSAL is strictly prohibited. Any Agency doing so will render it liable to penalties, which may include removal of its name from the register of approved Agencies.

12. Termination of Contract

Notwithstanding anything contained here before, the D.L.R.&S, W.B. shall have the right to terminate the contract unilaterally by giving only 15(fifteen) days notice in writing to the successful Agency, without assigning any reason or reasons whatsoever and shall not be liable to pay any

compensation by way of liquidated damages. However, in case of such termination of contract, the security money shall not be forfeited and the value of work done satisfactorily till that date shall be paid in full.

The REQUEST FOR PROPOSAL inviting authority also reserves the right to terminate the contract at any time giving only 15(fifteen) day notice,-

- (i) if the fund support for the project or job is withdrawn or discontinued.
- (ii) If there is a failure on part of the Agency to fulfil terms and conditions as laid down in the REQUEST FOR PROPOSAL document of this REQUEST FOR PROPOSAL .

13. Scope & Methodology of work:

- (i) (a) Processing of Aerial Photos (being done by Survey of India).
(b) Ortho Photo Generation through Photogrammetry Techniques (being done by Survey of India.)
- (ii) Digitization from Orthophoto Images – Vectorization of Plot boundaries and other details and producing mouza map in 1:1 scale.
- (iii) Geo-referencing of existing Revenue Cadastral Maps.
- (iv) Overlay of geo-referenced mouza maps (CAD) on to the mouza map derived from Orthophoto and relay the old mouza boundary on the prepared mouza maps.
- (v) Provisional plot number is to be given to all plots in the mouza map by the Agency as per the Technical Rules & Instructions.
- (vi) Analysis for match and mismatch of land parcels - compute the plot wise area of the mouza maps and after that it has to compare the total area of plots with that of old mouza area as per the Technical Rules & Instruction.
- (vii) Ground Truth verification
- (viii) ETS Survey for mismatch parcels/obscure areas
- (ix) Submission of final updated maps (mouza wise)
- (x) The Agency shall have to complete the allotted work within the schedule time fixed by this Directorate.
- (xi) After completion of allotted work, the Agency will submit the work to the authorized officer of the Directorate of Land Records & Surveys, West Bengal.
- (xii) Evaluation of the work will be done by the authorized officers of the Directorate of Land Records & Surveys, West Bengal.
- (xiii) The Agency shall engage necessary man-power, materials and equipments for completing the work mentioned in the REQUEST FOR PROPOSAL paper.

14. Inputs and Deliverables :

INPUTS

- (a) Aerial Photos in 1:3960 after ortho verification .
- (b) Ground Control Points and their co-ordinates of Photo maps
- (c) Established GCPs linked with nearest SOI BMs through ETS
- (d) Existing scanned cadastral maps
- (e) Administrative boundary maps up to mouza level

Deliverables

(a) The selected Agency shall deliver the mouza maps in both soft and hard copies. The print out shall be in 119 gsm paper and soft copy in suitable GIS format. The Company also provide the all processed data in excel format, dwg. file and shp file.

15. Eligibility & Pre-qualification criteria for participation in the REQUEST FOR PROPOSAL

(i) Reputed Organizations with at least one year experience in digitization of Photo maps & preparation of Cadastral mapping in large scale.

(ii) The single bidder alone should have a total turnover of not less than Rs. 1 crore (Rupees one crore) in the last three years or one project of Rs. 50.00 lakh (Rupees Fifty lakh) and the other project of Rs. 50.00 lakh (Rupees Fifty lakh) or a minimum of 4 projects of Rs. 30.00 lakh (Rupees thirty lakh) each.

Vendor or Agency with minimum turn over Rs. 30 lakh (Rupees thirty lakh) annually.

(iv) No consortium is allowed.

(v) Each REQUEST FOR PROPOSAL must be accompanied by the requisite Earnest Money Deposit (EMD) in favour of the "Director of Land Records & Surveys, West Bengal without which the REQUEST FOR PROPOSAL will be summarily rejected.

(vi) Bidders will have to give the Registration no of the firm, CST No. sales/ Service Tax / VAT Documents/PAN in their respective REQUEST FOR PROPOSAL and will produce photocopies of up-to-date sales tax/service tax, Income Tax, Professional Tax and Vat clearance certificate in the standard format from the Tax Authority for the proceeding three years along with REQUEST FOR PROPOSALS paper or a certificate that the assessment is under consideration. All such clearance certificates will valid on the last date of opening of REQUEST FOR PROPOSAL bid. Original certificates are to be produced at the time of opening REQUEST FOR PROPOSAL.

(vii) The Agency / bidder should be in a position to ensure availability of adequate skilled man power for the entire working period and shall furnish documents in support.

(viii) The bidder should have credential for doing such digitization of cadastral mouza maps and photo-maps in large scale like 16"=1 mile (1:3960), 32"=1 mile (1:1980) 64"=1 mile (1:990), 128"=1 mile (1:495) and 1"=50 ft (1:600) and in support of his claim. The bidder has to submit copy of certificate and will have to show the original certificate at the time of opening REQUEST FOR PROPOSAL.

The work completion/ performance certificate should be enclosed in Technical Bid.

ix) The Agency / bidder should have their registered office/Development centre in Kolkata, West Bengal.

(x) Any legal dispute if arises should be settled within the jurisdiction of the Kolkata High Court.

(xii) Deduction of all statutory and necessary Tax from each bill will be made as per the Govt. order prevailing at the time of payment. Necessary Tax deduction certificate will be issued on demand by this Directorate.

16. The successful bidders or Agencies shall have to enter into a separate agreement incorporating all the terms and conditions mentioned in Annexure-I and the attachments mentioned in the Draft Agreement, that are incorporated and form part of the Agreement between the Director of Land Records & Surveys, West Bengal and the successful Bidders or Agencies.

ANNEXURE-II

Proforma for submission of Technical Bids for preparation Mouza Maps by digitizing Photo-Maps prepared by Aerial Survey.

Company	
REQUEST FOR PROPOSAL NOTICE NO. WITH DATE.....	

Part-I

1. Name and Address of Agency :
2. Ownership Status of Agency :
 - (a) Whether Proprietorship :
 - (b) Whether Partnership :
 - (c) Whether company (furnish copies of Memorandum and Articles of Association).
3. (a) Agency must have in its name as prime contractor experience of having successfully completed similar work as mentioned in the last three years (ending last day of month previous to the one in which bid applications are invited) as under one similar completed work costing not less than Rs. only.
 - (b) Average turn-over of the Agency during last three year as mentioned in the Eligibility & Pre-qualification criteria.
 - (c) Documentary evidence in support of the above in the form of certified copy of work order, completion certificate, payment certificate etc.
 - (d) Any nationalised Bank's reference certificate of transactions in a years in the recent past for business of executing contract, assets, owner etc.
 - (e) Latest copy of balance sheet certified by Chartered Accountant.

4) **PAST EXPERIENCE**
(In clear & unambiguous terms)

- (a) Details of similar work as mentioned in the REQUEST FOR PROPOSAL executed during last 3 years.

Sl. No.	Year	Name of Work with work order	Value of work	Volume of Work	Organisation for which the work was	Reference and brief description	Name of the Places which the maps were prepared
1	2	3	4	5	6	7	8

Attach copies of (i) work order, (ii) Satisfactory Completion Certificate from client organisations with proof of the above¹

- (b) Details of Similar work presently at hand

Sl. No.	Year	Name of work with work order reference and description	Value of Work	Organisation for which work as executed.
---------	------	--	---------------	--

¹ Attach copies of work order particulars

(Part II of ANNEXURE-II)

Technical Evaluation Criteria.

Following outlines the broad parameters based on which evaluation of technical proposals of the bidders shall be carried out by the DLR&S, West Bengal.

Preparing Mouza Maps from Aerial Photo Maps

Total Score for Evaluation		100	
Organizational Back Ground		15	
	(i) ISO Certification: The Company must be ISO 9001:2008 certified. Documents to be provided.		3
	(ii) Turnover of the Company (12 marks): The Bidder should have a minimum average annual turnover of not less than 1 Crore (Rs. One Crore) during last three financial years ending March 31, 2011. Above 1 Cr – 12 Marks 0.50 crore to < 1 Cr -6 Marks 0.25 Cr. to < 0.50 Cr – 4 Marks Less Than 0.25 Cr. – No Marks		12
Organizational Past Experience in GIS / Mapping		40	
	Past experience in Mapping / GIS (20 marks): <ul style="list-style-type: none">o Between 1 to 3 yrs - (05 marks)o Between 3 to 5 yrs - (10 marks)o More than 5 yrs - (20 marks)		20
	Experience in Major GIS Project of value equal to or more than 50 each (20 marks) 5 projects – 20 marks 4 projects – 16 marks 3 projects – 12marks 2 projects – 08 marks 1 project – 04 marks		20
Personnel		20	
	The Bidder must have a minimum of 50 technically qualified and experienced Surveyors /Mapping / GIS professionals on its pay-roll. Certificate from bidders to be furnished. 50 or more = Full Marks- 15 Between 20 to 50 = 5 marks Less than 20 = No marks		15
	Set up in Kolkata (5 marks): The firm having full-fledged local office with skilled technical experts of project		5

Technical Proposal and Methodology		25	
	Bidder's Approach, Proposed Solution and Work methodology for deriving 100% accurate cadastral maps preparation will be evaluated during concept proof		
	Bidder's Project Understanding		5
	Proposed approach & methodology Presentation		5
	Quality of Work done during Proof of concept		15
Total		100	100

Minimum Qualifying marks for short listing will be decided by the Committee set up for the purpose.

Documentary evidence like CVs of the proposed team, completion letters to be submitted.

Proof of Concept & Methodology Presentation- Bidders will have to prove their understanding and capability of such work. They will be supplied scanned copy of one Photomap on 1:3960 scale which needs to be used for cadastral map preparation with 1:1 accuracy, by adopting the methodology given in the bidder's technical proposal.

The hard copy deliverables are to be supplied in paper and tracing sheet and soft copy to be supplied in . dwg. and shp. format (mouza wise). The POC deliverable will be checked with the original map and field for accuracy verification.

The successful bidders of the POC will qualify for financial bid opening.

ANNEXURE –III

Proforma for submission of Commercial/Financial Bids.

1. Name of Bidder :
2. Address :
3. Phone and FAX No. :
4. E-mail Address :
5. Rate of work per sq. km for preparing Cadastral Mouza maps (in 16" = 1 mile) scale From Photo-maps as per scope and methodology given in Annexure –I.
6. Cost should be calculated for supplying both hard and soft copy for each photo map.

N.B. : (i) No extra cost will be given for any other work except the mentioned above.
(ii) Rates should be inclusive of Sales Tax, Service Tax etc.. Form 'D' would be supplied for Sales Tax.

**Authorised Signature
With Company Seal and Date**

NOTE: Rates quoted should be in the above format, failing the bid will be summarily rejected.

An Agreement

Agreement for the Execution of work relating to the preparation of Cadastral mouza maps by digitization and ground truthing the images of the photo-maps prepared by Aerial Survey in 16" = 1 mile or 1:3960 scale and providing the hard copy and soft copy of the said digitized mouza maps.

This Agreement is executed on this _____ day of _____ 2011, Between The Governor of the state of West Bengal being represented by the Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal being the party of the First Part and herein after called the DLR&S, W.B. (which expression shall mean and include any officer, authorised by him).

And

M/S _____ an enterprise with registered office at

_____ Road _____ selected through turnover being the successful Agency (which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor or successors in interest) being the party of the second part and herein after called Agency.

This agreement consists of these signature pages and the following attachments that are incorporated into and form part of this Agreement by this reference.

Annexure I, II & III of the REQUEST FOR PROPOSAL

The WBLR Act, 1955 as amended time to time till date

The LR Manual 1991 with its latest amendments.

The Technical Rules & Instructions, 1991.

The Alamat List issued by the DLR&S, W.B.

The work relates to preparation of cadastral mouza maps from photo-maps prepared by Aerial Survey in 16" = 1 mile or 1:3960 scale by digitization and ground truthing and delivering the hard copy and soft copy of the said digitized mouza maps in dwg. format and shp formats .

WHEREAS the DLR&S, W.B. , after inviting REQUEST FOR PROPOSALS had received offers and after evaluating the quality of work submitted job assigned to them as to the precision and accuracy of the output in relating to field configuration.

WHEREAS after evaluation of their work, M/s _____ has been selected after screening process, being the lowest quote, for the said assigned work as mentioned above.

The Agency has agreed to execute the job of preparation of cadastral mouza maps in 16" = 1 mile scale @ _____ per sq. km. as per the terms and condition mentioned in the REQUEST FOR PROPOSAL.

Now, therefore, those present and it is hereby agreed by and between the parties as follows:

(1) That the DLR&S, W.B. will provide photo maps in 1:3960 or 16" = 1 mile scale to the Agency for preparing cadastral mouza maps.

(2) That the Agency has to digitize all the details shown in Photo-maps and after digitization the Agency has to undertake patch-kistwar /survey for capturing missing details. The hard copy of mouza map is deliverable in 1: 3960 or 16" = 1 mile scale.

(3) The Agency will have to provide the Hard copy in blue ink and Soft Copy of the plotted sheets in suitable GIS Format/dwg. format . The company should provide the entire raw data in excel format, dwg file by Autocad and Shp file and all intermediary file formats.

(4) That the Agency has to relay the old mouza boundary on newly surveyed mouza maps and after then the mouza area has to be passed by computing area of plots situated in the concerned mouzas as per the Technical Rules & Instruction

(5) The Agency has to write all non-map information in cadastral mouza maps prepared by them i.e., sheet heading, legend, certificate blocks, etc.

(6) That the job of digitization of Photo-map to prepare cadastral mouza maps showing boundaries of all details will commence from the date of signing of this Agreement with the Agency, which will be solely responsible for completing the job.

(7) That the Agency shall engage necessary manpower, materials and equipments, including Computers, Printers etc. at its own cost for the completion of the allotted work within the schedule time fixed by this Directorate depending on area of mouza / mouzas under survey.

(8) That the work, done by an Agency shall be checked and examined regularly by the authorised Officers of this Directorate or the DL&LR Offices of the concerned Districts.

If no satisfactory progress is made by the Agency then the DLR&S, W.B. or the DL&LRO of the concerned District will be at liberty to take away the allotted work from the Agency and give the same to any other competent Agency for making progress.

(9) That the selected Agency shall have to deposit a sum of (Rs. only) as security deposit/ performance guarantee in the form of an A/c Payee Demand Draft in favour of the DLR&S, W.B. on any Nationalised Bank or a Bank Guarantee for a similar amount will also be acceptable.

The Bank Guarantee will hold well till satisfactory completion of job within the stipulated time or period fixed by the DLR&S, W.B. depending on the area of mouza under survey. Failing which the security deposit/ performance guarantee in the form of Bank Guarantee will be forfeited and the amount will be realized from the Bank by the DLR&S, W.B.

(10) After completion of the allotted work, the Agency will submit the work to be authorised officer of the DL&LRO of the concerned District with proper information to the Director, Surveys, West Bengal. Evaluation of the work will be done by the authorised officers of the DLR&S,W.B. or the DL&LRO of the concerned district.

(11) That no advance payment of any kind would be made under any circumstances and only after evaluation, if the work is found to be completed satisfactorily then fund can be released for payment. No payment shall be made for any incomplete work or work abandoned mid-way.

(12) That the Agency shall submit their Bills in triplicate duly stamped and pre-receipted to the DLR&S, W.B., who will arrange to pay/the bill amount.

(13) That in case the Agency were to leave the allotted job unfinished or in any other eventuality like lock-out, strike or similar situation, the DLR&S, W.B. or his authorised representative shall have the right to take over the work from that Agency and give the same to the other competent Agency to complete the unfinished work.

(14) That in case Agency fails to execute the job, allotted as per the terms and conditions set herein, the DLR&S, W.B. will have the right to forthwith rescind and cancel the work order and forfeit its security money.

(15) That Agency shall not assign or sublet its assigned work or job or any part of the job to any other Agency.

(16) Any data or software provided by this Directorate shall be exclusively used for this project. Any commercial use of these data/software shall be prohibited and liable to be penalised.

(17) That the Agency will also comply with any further instruction or guide issued by the DLR&S, W.B. in connection with this survey, if necessary for maintenance the accuracy and speedy completion of the work.

In witness whereof the parties hereto have put their respective common seals and hands on the day, month and year first above within –

Signed for and on behalf of the Agent

Name	Designation	Signature
In presence of		
Name	Designation	Signature

Signed for and on behalf of the Governor of West Bengal

Name	Designation	Signature
In presence of		
Name	Designation	Signature