



UT Administration of Dadra & Nagar Haveli and Daman & Diu

Request for Proposal (e-Tender)

Resurvey of the land in rural and city and town areas in Daman and Diu Districts

Issued By

Department of Land Survey and Settlement,
Office of the Enquiry Officer,
City Survey, Collectorate, Dholar, Moti Daman
Tel.:+91-0260-2230864
Email:eocs-dmn-dd@nic.in

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Data-Sheet

The Tender Inviting Authority, Daman invites online e-tender on <https://ddtenders.gov.in> from approved and eligible Firms/ Agencies.

RFP Reference Number: EOCS/DMN/RESURVEY/2022-23/561 DATED: 31/01/2024

Bid Data Sheet

SN.	Information	Details
1.	Project Name	Resurvey of the land in rural and city and town areas in Daman and Diu Districts
2.	Bid Document reference no.and Start Date	EOCS/DMN/RESURVEY/2022-23 DATED: 31/01/2024
3.	Bid Type	Open Tender via e-Tendering system
4.	Bid Document Price	Rs. 1000
5.	Earnest Money Deposit (EMD)	Rs. 1,00,000/-
6.	Last date for submission of written queries by bidders	07/02/2024
7.	Place, Date and Time of pre-bid conference	Conference Hall, Collectorate, Daman on 08/02/2024 at 4 pm.
8.	Response to the bidders questions	09/02/2024
9.	Last date for submission of tender offer	21/02/2024 at 04.00 pm.
10.	Opening of bid	22/02/2024 at 04.00 pm.
11.	Addressee and Address for the EMD to be submitted	Enquiry Officer, City Survey, Daman, O/o. Enquiry Officer, City Survey, Collectorate, Dholar, Moti Daman.
12.	Performance Bank Guarantee	5% of the contract value
13.	Language of Bid	English
14.	Bid Validity Period	180 Calendar Days from the Date of Opening of Bid
15.	Performance Security Validity Period	Valid up to the entire contract period (including defect liability period or payment of final bill whichever is later
16.	Query Submission email	<u>eoocs-dmn-dd@nic.in</u>

SN.	Information	Details
17.	Contact Person for clarification of Queries	Enquiry Officer, City Survey, Daman, O/o. Enquiry Officer, City Survey, Collectorate, Dholar, Moti Daman.
18.	Contact Information	<u>eocs-dmn-dd@nic.in</u>
19.	Website for online submission	<u>ddtenders.gov.in</u>

(Enquiry Officer)
City Survey,
Collectorate, Daman.

Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Land Survey and Settlement Department, Enquiry Officer City Survey, or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu, or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Land Survey and Settlement Department or Department of Revenue in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Land Survey and Settlement Department or Department of Revenue, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) 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 Land Survey and Settlement Department or Department of Revenue or Department of Information Technology, UT Administration of Dadra & Nagar Haveli accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Land Survey and Settlement Department or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu, its employees and advisors

make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder 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 RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The Land Survey and Settlement Department Enquiry Officer City Survey, or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Land Survey and Settlement Department or Department of Revenue, Daman District, UT Administration of Dadra & Nagar Haveli and Daman & Diu may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Land Survey and Settlement Department or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu is bound to select a Bidder / Bidders or to appoint the Selected Bidder / Bidders, as the case may be, for the implementing services for the Survey / Resurvey and updating of Settlement Records. The Land Survey and Settlement Department or Department of Revenue, Daman District, UT Administration of Dadra & Nagar Haveli and Daman & Diu reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tender Inviting Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Tender Inviting Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of

the conduct or outcome of the Bidding Process.

Letter of Invitation

Department of Land Survey and Settlement in collaboration with Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman, Daman and Enquiry Officer City Survey has envisaged a comprehensive project of Modernization of Land Records including, resurvey of the land in rural and city and town areas.

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The Land Survey and Settlement Department or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder 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 RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The Land Survey and Settlement Department or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Land Survey and Settlement Department, Enquiry Officer City Survey or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Land Survey and Settlement Department or Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu is bound to select a Bidder(s) or to appoint the Selected Bidder(s), as the case may be, for the implementing services for the Resurvey of Cadastral, Gauthan and City limit area (Urban and Rural) and updating of Land Records. The Tender Inviting Authority reserves the right to reject all or any of the Bidders or Bids

without assigning any reason whatsoever. The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tender Inviting Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Tender Inviting Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Abbreviations & Definitions

Authority	“Authority” means the Collectors of the respective Districts. That is Collector Daman for Daman and Collector Diu for Diu
BG	Bank Guarantee
Bid/eBid	“Bid” means a formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic Format.
BidSecurity	A security provided to the procuring entity by a bidder for securing The fulfillment of any obligation interms of the provisions of the bidding documents.
Bidder/Agency/ Firm/Supplier	Any person/ firm/ agency/ company/ Bidder/ supplier/ vendor/ Consortium participating in the bidding process.
Bidding Document	Documents issued by the Tender Inviting Authority, including any amendments there to, that set out the ters and conditions of the Given procurement and includes the invitation to bid
Code	“Code” means the Goa, Daman & Diu Land Revenue Code, 1968 and all rules made, orders notifications issued thereunder
Contract	“Contract” means the agreement entered into between the Enquiry Officer, City Survey and the successful/ selected bidder, as recorded in the contract form signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein and shall be deemed to include allthe conditions set forth in this RFP
Completion	Completion means the fulfillment of the related services by the successful/selected bidder in accordance with the terms and conditions set forth in the Contract.
Consortium	Means an association, typically of several companies
DLRS	Director of Land Records & Survey

DIT	Department of Information Technology
DGPS	Differential Global Positioning System.
GIS	Geographic Information System
Joint Venture	a commercial enterprise undertaken jointly by two or more parties which otherwise retain their distinct identities
Rules	“Rules” means the Goa, Daman & Diu Land Revenue Rules 1969
Successful bidder	Means the bidder whose bid to perform the contract has been accepted by the Authority and is named as such in the Agreement.
NLRMP	National Land Records Modernization Programme
UTM	Universal Transverse Mercator
WGS	World Geodetic System
TS	Total Station
Similar Projects	For the purpose of pre-qualification as well as technical evaluation of the bidders under this RFP, “Similar Projects” shall mean the assignments that meet all the following conditions: <ul style="list-style-type: none"> <i>i. Projects services of more than INR 75 lakhs</i> <i>ii. Ongoing/completed projects, where the survey of land (Village/City/Gauthans) not older than 7 years as on the date of publishing of the RFP.</i>
SOI	Survey of India
SLA	Service Level Agreement
SOW	Statement of Work
Tender Inviting Authority	EOCS, Enquiry Officer City Survey,Collectorate, Daman
UT Administration	means the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

1. Introduction

After liberation of Goa, Daman, the revenue survey and city survey operations were carried out in the year 1968 to 1974. The said surveys were done manually.

UT Administration of Dadra & Nagar Haveli and Daman & Diu desires to implement Digital India Land Records Modernization Programme (DILRMP) and PM SVAMITVA scheme initiated by the Ministry of Rural Development, Department of Land Resources, Government of India (GoI). Under the DILRMP (Digital India Land Records Modernization Programme) Project, Government of India has devised certain guidelines to computerize the Land Records including digitization of the Land Records and preserve the Legacy data for future reference. UT of Dadra and Nagar Haveli and Daman & Diu proposes to implement the DILRMP for the entire area of 72Sq Km. In addition to this, UT administration also seeks to implement and issue property cards to people living in Gaothan area. Under PM SVAMITVA scheme, the revenue department seeks to update the city survey property card already being issued by City Survey Department by including newly framed geotagged and referenced maps.

To implement these programs in the District, the Land Survey and Settlement Department in collaboration with Department of Revenue, UT Administration of Dadra & Nagar Haveli and Daman & Diu, Daman, and Office of Enquiry Officer City survey requires the services of an implementing agency(s) to assist it. Detailed activities along with Technical guidelines to be implemented in this programme are as per this RFP.

The major components of the program are inclusive of but not limited to computerization of all land records including mutations, property cards, digitization of maps and integration of textual and spatial data, survey/ resurvey and updation of all survey and settlement records including creation of original Cadastral records, including records with Enquiry Officer City Survey Office wherever necessary, computerization of registration and its integration with the land records maintenance system, creation of front-end and backend software on the pattern of programs already created by NIC like Bhunaksha, creation of development of Core Geospatial Information System (GIS) and capacity building.

Although, Geo-spatial technology is in use at various levels in different Departments but potential of the Geospatial system has not yet been fully explored and leveraged

in public administration & governance for planning and effective decision Support.

Since digitalized and accurate Land Records Information provides backbone to IT & location based Decision Support, an intensive need was felt for a collaborative and Integrated Geo-Spatial Platform for preparation and effective sharing of available Land Records data in the form of Simple-to-use Apps for all stakeholders for GIS based planning, analysis, operations, monitoring and DSS requirements.

The Enquiry Officer, City Survey, Daman invite proposals to provide services as per terms and conditions set out in this RFP document. You are invited to participate in the bid process as per the eligibility and technical qualification criteria of this RFP.

1.1 Project Area Details:

Daman District:

<u>Location:</u>	Land Information
East Longitude: 72° 49' 58.0872" E	No of Land Parcels: About 50000
North Latitude: 20° 23' 50.5428" N'	Rural Cadastral Map Sheets: 606
Geographical Area: 72Sq.Km.	Urban Cadastral Map Sheets: 56
Capital: Daman	Gauthan Map Sheets: 64
No. of Districts:	01
No. of Tehsils:	01
No. of Revenue Circles:	01
No. of Villages:	23
No. of Municipal Council:	01

Diu District

<u>Location:</u>	Land Information
East Longitude: 70° 58' 48.00" E	No of Land Parcels: About 32000
North Latitude: 20° 42' 36.00" N	Rural Cadastral Map Sheets: 171
Geographical Area: 40 Sq.Km.	Urban Cadastral Map Sheets: 408
Capital: Diu	
No. of Districts:	01
No. of Tehsils:	01
No. of Revenue Circles:	01
No. of Villages:	04
No. of Municipal Council:	01

1.2 Background

The original land survey in the Districts of Daman and Diu was done more than 50 years back. The survey was done manually (plane tabually) and with the survey techniques available at that time. Normally re-survey is to be done every 30 years, but for various reasons no re-survey in the District of Daman has been carried out, with the result that the survey records are not only very old, fragile and inaccurate but also around 5% to 8% of the records have been lost. Available records also, to some extent, have no commensuration with the ground realities.

Accurate and updated land records are one of the prerequisite social and economic infrastructures required for rapid economic development. The importance of Land information cannot be over emphasized. Land records provide the basis for:

- Recognition of owner's title, boundaries and usage
- Collection of all land and property based levies, like Property Tax, Vacant Land Tax, Water Tax, etc.
- Planning for Govt. developmental and welfare activities
- Providing a database for various government & non-government users

This land re-survey project is to be carried out completely by outsourcing the re-survey activities. The preparation of the land records based on the new survey is also to be done by outsourcing under the direct supervision of the Land Survey & Settlement Department, Enquiry Office City Survey, Department of Revenue, Department of Information Technology and NIC.

2.Objectives

1. Computerization of all land records including mutations, property cards, update the manual records and ensure consistency of information across the departments.
2. digitization of maps and integration of textual and spatial data,
3. resurvey and updation of all survey and settlement records including creation of original Cadastral/gauthan/ city limit area record savailable with the office of Mamlatdar and Enquiry Officer City Survey.
4. computerization of registration and its integration with the land records maintenance

system, creation of front-end and backend software on the pattern of programs already created by NIC like Bhunaksha.

5. creation of development of Core Geospatial Information System (GIS) and capacity building;
6. to develop a modern, comprehensive and transparent land records management system in the U.T. Administration of Dadra & Nagar Haveli and Daman & Diu with the aim to implement the conclusive land titling system with title guarantee operable on single window system.
7. Creating an integrated database of textual and graphical information on land records.
8. Generate ULPIN (Unique Land Parcel Identification Number) for all the land parcels situated in Urban and Rural areas and integrated with relevant software.
9. Integration of new surveyed maps into Bhunaksha.
10. Ensuring that survey data is consistent with Outline Development Plan data and SVAMITVA drone survey/images.
11. Creation of Front End and Back End Software for Land Record Access, Maps, Partition and Other Revenue Services.
12. Integration of land records and its software system with other software systems pertaining to land/property of Planning and Development Authority, Municipality and District Panchayat.

3.Purpose/Need for Re-Survey

1. The current system of land information management suffers from a number of shortcomings. The original survey which was done manually with the survey techniques available at that time inherently had its limitations. The error margins were large compared to what are acceptable as on today, the area calculations done manually also introduced human errors to some extent. The portuguese done to generate the village maps was not perfect due to the margins of measurement errors.
2. Subsequently, mutations running into lakhs in numbers have been/were required to be effected and very large numbers of these have had an effect on the spatial records due to the economic activities. However, the updation has not kept pace with the activities at the ground level. This has given rise to mismatch between the textual and the spatial record and between the record and ground situation itself.
3. In addition to this, the survey records due to old age have become fragile, are

inaccurate and about 5%-8% of the records have also been lost/ destroyed/ mutilated. Thus the drawbacks in the present system include –

- i. A large number of the field maps containing the measurement information of land boundaries are missing, while another large portion of the paper records containing the field maps are in poor condition rendering them unusable.
 - ii. The maintenance and regular updation of paper records is cumbersome and time consuming. The updated records are available with the Revenue department but the corresponding changes have not been updated with the Land records department. Hence this has lead to irregular updates, resulting in a situation where the records do not portray the correct picture on ground regarding the ownership and boundaries.
 - iii. The records maintained by the departments are in different forms and serve different purposes. A change in the records of one department does not lead to updates in the records of other departments, even though some of the information may be common.
 - iv. Both graphical and textual information existing with the survey and revenue departments (in the 1 & 14 and Form-B and D) have not been fully updated for long and have thus become obsolete.
 - v. As re-surveys have not been conducted for very long periods of time this has also contributed to the obsolescence of the existing records.
4. Hence, the Authority has taken up the initiative to overcome the current bottlenecks within the system as discussed above. As a prelude to this exercise, it has been decided to carry out a re-survey and update the land records along with digitization of the Plot Book and measurement sheets.
5. Thus the current re-survey is required to enable a seamless integration of the different departments and create accurate and updated land records – which are a prerequisite social and economic infrastructure component for rapid economic development.

4. Existing Land Records Information

The Land Revenue Department including Mamlatdar Office and EOCS of UT Administration of Dadra & Nagar Haveli and Daman & Diu, performs following functions:

1. Maintenance and updation of land records (textual records, including Village Form No.9 and Village Form no 1 & 14) and Spatial records namely village maps and field measurement books commonly known as Plot Book in rural areas.
2. Maintenance and updation of the textual and the spatial records in urban/gauthan areas. In urban/gauthan areas, the textual record is commonly known as the Property Card.
3. In rural areas, the textual record is maintained and updated at the Mamlatdar level. Earlier this record was maintained at village level by village Talathi and record of urban /gauthan areas is maintained and updated at the EOCS level.

4.1 Land Survey and Settlement/ EOCS Department

1. The Land Survey and Settlement Department is the Government body primarily entrusted with the mandate for surveying the region and providing the survey maps. This department has also been entrusted with the maintenance of survey maps in the UT.
2. The various documents maintained by the Land Survey and Settlement Department are as under:

Sr. No.	Document Name	Scale	Purpose
1	Gauthan Maps	1cm =5m	Village boundaries with survey number of land with village side (Gauthan) areas with road, rivers, rivulets, the odolite stones and specifically survey numbers of reserve forest.
2	Cadastral Map Sheets prepared by Plane Table Method	1cm =10m	Showing actual boundaries of particular survey numbers and pot hissas(partition of survey numbers)

3	City limit area (Urban) Map Sheets prepared by Plane Table Method	1cm: 5m	
4	Plot Books		Drawings of individual survey numbers
5	KhetarwarPatrak		This indicates area, right of occupancy of individuals at the time of survey. The details of paddy land, dry crop land and waste land (kharaba), ownership, tenant, subtenant etc
6	Register showing the area and assessment for the use of land Survey office (Form No. III)		To ascertain use of land
7	Register showing the statement of crops grown (Form No. – VII)		Register of crops grown
8	Register showing the abstract for the use of land survey		To ascertain use of land
9	Register showing the area and assessment for the use of the Village Officer of the Village (Form No. IV)		To ascertain use of land
10	Land Classification Book		For classification of Land
11	Enquiry Register (Form B)		Register showing provisional ownership of City Survey (Gauthan/ City limit) Properties
12	Property Card (Form-D)		Property Card showing ownership of City Survey (Gauthan/ City limit) for confirmed properties
13	Notice File (SLT – VI)		Notice of Soil Classification
14	Statement of rate of assessment according to soil classification		For fixation of Rate of assessment

	value (DARWARI) (SLT- V)		
14	Register of Confirmed Properties		Register showing updation of confirmed properties
15	Govt. Plot Register		Details of plots of Government
16	Gunakar book		Details of land parcel like PTS, Crop details, area, name of occupants and Tenant etc.
17	Gut Book		Book of Sketch of land parcel
18	Area calculation statement		Book showing calculation of land parcels with sketch
19	Abstract Book		Book showing area computation of abstract

4.2 Mamlatdar Office

1. The various records of the land owners, information regarding the mutations made etc. to the ownership are taken care of in the Mamlatdar office. These are maintained through various forms like Form No. 1 & 14, 9 etc. The Mamlatdar office primarily performs the function of maintenance and updation of land records (textual – commonly known as the Record of Rights or Village Form no 1 & 14).
2. The various documents maintained by the Mamlatdar office are as under:

S.No.	Document Name	Purpose
1	Village Form No 9	Register of mutation
2	Khatawahi	Shows the total no. of lands and area of land held by the occupant (Khatedar)
3	Village Form No.1 & 14	Shows the ownership of land holder, Khata No. Crop details, Cultivable area, Non-Cultivable area, Nature of land etc.
5	Register of Disputed cases	If any disputes for any mutation entry or correction arisen by the land holder concerned
6	Mahsul (Land Revenue)	Shows the village wise land revenue

	Register	
7	Abolition land survey register	Shows details of abolished land

4.3 Creation of different land records

1. The Land Record starts with the field survey of land in possession and cultivated by farmers. The original survey (the survey for the first time) for the areas under present district of UT Administration had been carried out. The technology used for the survey was plane table. The measurements for each field were written (not drawn on the map) on a paper which is known as the Plot Book for that particular parcel of land. This parcel of land was assigned a unique number and was known as the survey number/ plot no./PTS no. of the land parcel. The area based on the measurements taken for the land parcel was calculated manually by using a ready reckoner.
2. The sum total of the areas of all survey numbers in a village not only gave the total area of the village, but also the land area under various categories such as the cultivated land, the cultivable land, the uncultivable waste land, land under roads and other public purposes. The spatial record was also prepared by drawing the map of the land parcel based on the measurements recorded in the Plot Book of the survey number. All these sketches/ maps of all the survey numbers of the village were mosaiced to generate the village map. The survey number/ plot no./ PTS no., its area and the occupant recorded at the time of survey was used to generate the village form no 1 & 14 and Form-B. The mutations (i.e. The change in ownership due to sale /gift /release, the death of the occupant, etc) and any encumbrances on this land like bank loan, mortgages, etc are also recorded in Village Form No.1 & 14/ Form-D Property Card and mutation register i.e. Village form no 9 of that village.

4.4 Updation of land record

1. Wherever any change in the ownership or other rights on a land takes place on the land parcel as a whole, i.e. without requiring any change in the area of the

survey number/pts no./plot no., it is carried out in Village Form Number 1 & 14/Form D Property Card and village form no 9 only. However, there are large numbers of mutations which require change in area of a land parcel. Examples are part sale of a land parcel, part land acquisition for various public purposes, sub division of a land parcel among co-occupants etc. Whenever any change is required in the spatial record due to the mutation activity, the usual process is to re- measure that land parcel and the part of it which is undergoing the change.

2. This measurement is then required to be effected in the spatial as well as the textual record.
3. This measurement is then required to be effected in the spatial as well as the textual record. The spatial record is supposed to be corrected by the Land Survey and Settlement Department whereas the textual record i.e. Village form No 1 & 14/ Form-B/D by the Department of Revenue based on the measurement Record/ Details send to the Mamlatdar. This document contains the original area of the survey number/plot no./pts no. and the new area of the land parcel after the acquired land area has been deducted from it.
4. The approximate number of land parcels in both the Districts will be around 82,000 including subdivisions etc. The project envisages a system of management of the land survey records and the land use in the form of an information kiosk where public access to information on the survey records including boundary maps of the plots is easily accessible to the citizens.
5. The system must be of high quality, scalable, user friendly and simple to use so that operators with basic training can operate it as well as navigate it with ease. It should comprise of the following:
 - a. All survey records in the form of 1 & 14 extract/ Form B/D and form 9,
 - b. Data entry for alpha numerical details of forms 1 & 14, 9,
 - c. Digitization of survey sheets (maps) including sub-divisions,
 - d. Linkage with graphical data and alpha numerical counterparts,
 - e. Generation of report and site plan/ form printouts updation whenever it is necessary.
6. The system should enable accurate and timely information and updation of land survey records and their usage and ownership to the citizens and provide greater transparency in governance.

7. The Agency has to be updated every records irrespective of the land situated in the Village/ City/ Gauthan areas.
8. The rural and urban cadastral maps are available with the Land Survey and Settlement Department. Tentative number of Maps which shall need updation are:-

Land Survey & Settlement Department	
Village Map	717 Map Sheets (Daman- 606 Maps Sheets, Diu- 171 Maps Sheets)
New City Survey Maps	352 Map Sheets (Daman-56 Map Sheets, Diu- 296 Maps Sheets)
Gauthan Maps	64 Map Sheets
KhetarwarPatrak	29 Books
Plot Book (Individual village wise showing details of each number)	34 Books (Daman - 23 Books, Diu- 07 Books)

Mamlatdar Office	
Village Form No 9	Register of mutation
Khatawahi	Shows the total area of land held by the occupant (Khatedar)
Village Form No. 1 & 14	Shows the ownership of land holder
Tulwari (Village Wise No 14)	Year wise Crop pattern (individual cultivator village wise)
Register of Disputed cases	If any disputes for any mutation entry or correction arisen by the land holder concerned
Mahusul Register	Shows the village wise land revenue
Office of the Enquiry Officer, City Survey	
Village Form No 9	Register of mutation
Khatawahi	Shows the total area of land held by the occupant (Khatedar)
Enquiry Register Form- B	Shows the ownership of provisional land holder
Form- D (Property Card)	Shows the ownership of confirmedland holder
Register of Disputed cases	If any disputes for any mutation entry or correction arisen by the land holder concerned
Register of Confirmed Properties	Register showing updation of confirmed properties

5. General Conditions

5.1 Standard of Performance: -

The Bidder(s) shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall employ appropriate advanced technology.

5.2 Law Governing Services :-

The Bidders shall perform the Services in accordance with the Applicable Law i.e. The Goa, Daman & Diu Land Revenue Code 1968, The Goa, Daman & Diu Land Revenue Rules 1969 and any other Law for the time being in force. The Department shall advise the Bidders to comply with the relevant laws. Law applicable in India and Union territory of Dadra & Nagar Haveli and Daman & Diu shall be treated as applicable laws.

5.3 Payment: -

In consideration of the Services performed by the Bidders under this Agreement, the Authority shall make to the Bidders such payments and in such manner as is provided in this tender.

5.4 Change in the Applicable Law: -

If after the date of this Agreement, there is any change in the applicable Law with respect to taxes and duties and as a result there is any increase or decrease in tax liabilities within the work completion period, then no extra charge shall be payable to the agency.

5.5 Confidentiality: -

The Bidders and the Personnel of either of them shall not, either during the term or after the expiration of this Agreement, disclose any proprietary or confidential information relating to the Project, the Services, this Agreement or the Authority's operations without the prior written consent of the Authority.

5.6 Liability of the Bidders: -

Subject to additional provisions, if any, set forth in the Agreement, the Bidders liability under this Agreement shall be as provided by the Applicable Law.

5.7 Documents prepared by the Bidders to be the Property of the department: -

All plans, drawings, specifications, designs, reports and other documents prepared by the Bidders in performing the Services shall become and remain the property of the Authority, and the bidder shall not later than upon termination or expiration of this agreement, deliver all such documents to the Authority, together with a detailed inventory thereof. The bidders may retain a copy of such documents but the same shall not be used or disclosed by them to any other person without the written consent of the authority.

5.8 Documents furnished by the department: -

Documents made available to the Bidders by the department, or representative of the department, shall be the property of the department and shall be marked accordingly. Upon termination or expiration of this Agreement, the Bidders shall make available to the department an inventory of such documents and shall dispose of such documents in accordance with the department's instructions.

5.9 Change in the Applicable Law: -

If after the date of this Agreement, there is any change in the applicable Law with respect to taxes and duties and as a result there is any increase or decrease in tax liabilities within the work completion period, then no extra charge shall be payable to the agency. However, if there is any delay in completion of work, and this delay is because of the reasons beyond the control of the agency, and any such increase or decrease happens after the work completion period, then any such increase shall be reimbursed to the agency.

5.10 Currency of Payment: -

All payments shall be made in Indian Rupees only.

5.11 Fairness and Good Faith: -

The Parties undertake to act in good faith with respect to each other's rights under this

Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

5.12 One Bid Per Bidder:-

Each bidder shall submit only one tender either by himself. If a bidder participates in more than one bid, the bids are liable to be rejected.

5.13 Cost of Bid:-

The bidder is responsible for all costs incurred in connection with participation in this 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 the Department to facilitate the evaluation process, and in negotiating a definitive agreement and all such activities related to the bid process. This RFP does not commit to award an agreement or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the agreement for implementation of the project.

5.14 Amendment of RFP

At any time prior to the deadline for submission of proposals, for any reason, the Authority may modify the RFP by amendment notified in writing or email to all bidders who have participated this RFP and such amendment shall be binding on them. The Authority at its discretion, may extend the deadline for the submission of proposals.

5.15 Language of Proposals

The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documentation will become the property of the department and will not be returned.

5.16 Right to Terminate the Process

The Authority makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. The Authority, however, reserves right to terminate the process at any time without giving a reason.

5.17 Force Majeure

1. Definition:

1. For the purposes of this offer Force Majeure means an event which is beyond the

reasonable control of an agency, and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the agency invoking Force Majeure to prevent), confiscation or any other action by the Government Agencies.

2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of an agency nor (ii) Any event which a diligent party could reasonably have been expected to both.
3. Force Majeure shall not include insufficiency of funds or failures to make any payment required hereunder.

2. Measures to be taken:

1. The agency affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay.
2. The agency affected by an event of forced Majeure shall notify the other party of such event as soon as possible and in any event not later than 14 days following the occurrence of such event providing evidence of the nature and course of such event and shall similarly give notice of the restoration of the normal condition as soon as possible.
3. Party shall take all responsible measures to minimize the consequences of any event of forced Majeure.

3. Extension of time:

Any period within which the agency shall complete any action or tax shall be extended for a period equal to the time during which such party was unable to perform such action as a result of forced Majeure.

4. Consultation:

1. Not later than 30 days after the event; as a result of an event of forced Majeure having become unable to perform a material portion of the services, the party shall consult

with each other with a view to agreeing on appropriate measures to be taken in their circumstances.

2. Faults arising due to the Force Majeure, accidents or mishandling of Vehicles/Machineries by the drivers/operators of the department will not be covered under the scope of this work. Such faults, if needed rectifications or overhauls will be charges separately by the agency.

5.18 Disputes:

The disputes arising out of the contract shall be resolved amicably and which will be binding on the parties.

5.19 Fraud and Corrupt Practices

1. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the department shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, the department shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the department for, *inter alia*, time, cost and effort of the department, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
2. Without prejudice to the rights of the department, if a bidder, as the case may be, is found by the department to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the department during a period of two years from the date such Bidder, as the case may be, is found to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them

- i. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the department who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the department, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of SMC in relation to any matter concerning the Project;
- ii. **“fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- iv. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by SMC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process

6. Roles and Responsibilities

6.1 Responsibilities Of The Authority

1. The authority reserves the right to issue any clarifications related to this RFP.
2. As owner of the project, the role of the Authority in the successful implementation of the project includes discharging the following responsibilities.
3. Ensuring that all the participating departments/agencies take active part in the project
4. Issuing of Government Orders, circulars, instructions, etc., to effect changes to existing policies, framing of new policies, and such other matters as may be necessary from time to time;
5. Constituting a Project Management Team to monitor and manage the day to day activities of the Agency and issue necessary instructions if required.
6. Deploying the sufficient number of Government staff for assisting and monitoring the Agency during the Survey.
7. Identifying and nominating personnel for accepting the deliverables
8. Popularize land resurvey project through a media plan for creating citizen awareness.
9. Approve the field survey plan.
10. Assist the Agency during the resurvey by providing the necessary Government support
11. Conduct Title Enquiry
12. Co-ordinate with the participating departments involved in the land re-survey project
13. Monitoring and review of the survey work.
14. Finalization of the formats for the deliverables/outputs
15. Help organize training and change management programs

6.2 Responsibilities of Agency

The following are the roles and responsibilities of the Implementing agency include:

1. Setting up of all infrastructure for processing of data
2. Prepare the field re-survey plan
3. Conduct the field survey
4. Deploying the required infrastructure and skilled & experienced resources, including workstations, laptops, printers, connectivity, etc.
5. Prepare the final cadastral/city/gauthan maps, land re-survey database and updated

land records

6. Creation of non-spatial database, relating to the ownership particulars of each parcel of land, land use etc.
7. Assist the Department of Revenue during the Title Enquiry exercise. The village (cadastral)/Gauthan/City limit maps and VF 1 & 14, Form No. B & D will be given to the agencies, free of cost in the form of soft copies. The bidder will reconcile the information as per the VF 1 & 14, Form No. B & D and other records like KJP.
8. The agency will not be doing any statutory activity relating to titling.
9. Quality check of the all the deliverables before submitting to the Department of Revenue.
10. Provide user training at all levels and prepare and issue supporting documentation such as User Manuals, Maintenance Manuals, etc.
11. Liaison with other departments /agencies like Survey of India, Forest department and other land owning departments to accomplish the commissioning the project as per the terms of the contract.

7. Instruction to Bidders

7.1 Joint Venture / Consortium

1. Consortiums/Joint Ventures shall be allowed to participate in the bid provided they fit following qualification requirements.

- (a) The no. of consortium members do not exceed three, including the Lead Member.
- (b) No bidder applying individually or as a member of a Consortium, as the case may be, are member of another Consortium bidding for this project.
- (c) No changes in either the constitution or terms of constitution of the consortium or joint venture shall be allowed during evaluation of bid or execution of project. If during evaluation of bid, a consortium leader proposes any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/ member(s) of the consortium which had originally submitted the bid the bid of such a consortium shall be liable for rejection.

(d) Members of the Consortium shall nominate one member as the lead member (the "LeadMember"): The Lead Member of the consortium would have to individually qualify the basic, eligibility criteria set forth in pre-qualification criteria. The Authority shall deal with only the lead member for the purpose of this assignment. Although the contract shall be signed by all the members of the Consortium / Joint Venture, the lead member of the association of the consultant shall be responsible and liable to the Employer for every aspects of their proposal, contract etc.

(e) All the members of the Consortium or Joint Venture shall be jointly and severally responsible to perform all obligations specified in this tender

(f) The sum of the average annual turnovers of all the partners of the consortium should be a minimum of **Rs. 3 Crores during any 3 financial years of these four financial years(2017-18, 2018-19, 2019-20, 2021-22),**

1. The Lead Member shall be registered in India only. The technical bid shall contain the details of arrangements between the Lead member and other members of the consortium, in the form of an inter-se agreement/Memorandum of Understanding – intending to enter into a firm agreement for the project execution, between them. This MOU must accompany the bid which should clearly define the role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MOU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the contract. However, the lead member of the consortium must submit an undertaking along with the technical bid towards unconditional acceptance of full responsibility for executing the 'scope of work' of this bid document. In case of award, such MOU shall be kept valid through the entire contract period, including extensions, if any. The following provisions should also be incorporated in the MOU executed by the members of the Consortium:

i. The participants of consortium shall not be allowed to exit the consortium during the bid execution period. They shall be required to submit an undertaking that the bid shall stand cancelled in case of any of their exit and that the authority shall be entitled to recover from all of them jointly and severally any loss caused to the authority by reason of this default in

addition to pursuing other remedies available in law to the authority.

- ii. The technical qualifications of all the members of a consortium shall be considered for experience. For financial qualification only the capacity of lead member shall be taken into consideration.
- iii. Notwithstanding anything contained in this agreement, all the members of the Consortium of Companies, entrusted with the responsibilities of the Project, shall be jointly and severally responsible to the District Administration in respect of meeting the financial liabilities of the Implementation Bidder arising out of the Project
- iv. The performance security shall be in the name of the leader on behalf of the consortium.
- v. Any correspondence to and from the authority shall be from the lead member of the consortium. It shall be presumed for all intents and purposes that all the other members of the consortium were cognisant with the communication taking place between lead member and the authority.
- vi. Payment shall be made by Authority only to the lead member of the consortium towards fulfilment of contract obligations.
- vii. In case of consortium bids, the power of attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the bid offer.
- viii. Documents/details submitted with the bidding document pertaining to qualification must be furnished by each partner/member of consortium and should be complete in all respects clearly bringing up their experience especially in the form of work in their scope.
- ix. Current or prior successful partnerships with proposed consortium member including State / UT Administration reference (contact name, phone number, dates when services were performed).

7.2 Human Resource/ Man power required:

The bidder shall provide 02 teams for the resurvey in Daman and Diu. The following minimum manpower shall be expected in each team to remain present at all times during

execution of the project at Daman and Diu Districts respectively:

Profile	Education Qualification	No. of years of relevant experience
Project Manager -1	MBA and Graduation in Engineering	10
GIS& AUTO CAD Expert-1	Graduation in GIS/ geoinformatics	5
IT Expert-1	Graduation in Information Technology	5
Surveyors-3	Diploma in Surveying	5

Note:This is only minimum required manpower. In addition to above manpower, the selected bidder shall have to engage other required manpower for successful completion of the project within stipulated timelines

7.3 Bid Security/ Earnest Money Deposit

1. Tender Fees

- i. Tender fees shall be Rs. 1000/- only and shall be non-refundable.
- ii. The Tender Fees should not be forwarded by cash.
- iii. The Tender Fees will be accepted only in form of DD/Bankers Cheque in favor of "The Office of the Enquiry Officer, City Survey Collectorate Daman" from any Nationalized or Scheduled Bank of India payable in Daman.

2. Earnest Money Deposit/Bid Security

- i. All bidder must be accompanied by EMD/Bid Security as specified in bid data sheet (Rs. 1,00,000/-) otherwise tender will be rejected.
- ii. EMD can be paid in of the form of following:
 - a. Demand Draft
 - b. Fixed Deposit Receipts
 - c. Bank Guarantee

In favor of “The Office of the Enquiry Officer, City Survey Collectorate Daman” from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- iii. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- iv. EMD in any other forms will not be accepted.
- a. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - a) In case, the agency does not execute the work order placed with them within stipulated time, the EMD of the agency will be forfeited to the Government and the contract for the work shall terminated with no further liabilities on either party to the contract.
 - b) Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.
- v. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them, within 60 days of work order to any bidder(s), by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs.200/-) drawn on any Nationalized or Scheduled Bank payable at Daman. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- vi. Only on satisfactory completion of the work order for and on payment of all bills of the agency(s), as to be admitted for payment, the amount of Security Deposit will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- vii. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or work order(s) is not adjustable with Earnest Money required by these conditions.

7.4 Bidder Enquiries and Responses

1. The agencies should submit their enquiries relating to this RFP in writing exclusively to the contact person notified by the authority. The mode of delivering

written questions would be through email or physical letter delivered at address specified in bid data sheet. The authority will not be responsible for ensuring that bidders' enquiries have been received by the contact person as mentioned above. The letter or email containing pre-bid queries should have the name of this RFP in the subject.

2. The contact person shall accept written enquiries from the bidders once the RFP is issued and will provide complete, accurate, and timely response to all questions to all the bidders. Any responses given by the authority will be distributed to all the bidders.

However, the authority makes no representation or warranty as to the completeness or accuracy of any response, nor does it undertake to answer all the queries that have been posed by the bidders

7.5 Prices

1. The bidder shall quote the price (online only) as per specified format fixed for the entire project on a *single responsibility basis*. In case of a consortium, the Lead Member of the successful consortium shall be solely held responsible for discharging all the responsibilities during the period of agreement.
2. No adjustment of the agreement price shall be made on account of any variations in costs of labour and materials or any other cost component including taxes affecting the total cost in fulfilling the obligations under the Agreement. The Agreement price shall be the only payment, payable by the UT administration to the successful bidder for completion of the obligations by the successful bidder under the Agreement, subject to the terms of payment specified in the agreement. The price would be inclusive of all applicable taxes/GST, duties, charges and levies, unless specified otherwise.
3. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of agreement. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
4. Any increase in rates of taxes/GST will be to the account of bidder.
5. In cases where the geographical area, varies in quantum from what is specified in

the RFP, then a debit or credit payment variation to the contract value shall be effected to the tune of the product of the difference in geographic area and the *derived per Sq. Km. unit price*.

7.6 Correction of Errors

1. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened.
2. Arithmetic errors in proposals will be corrected as follows:
 - a. In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

7.7 Disqualification

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

1. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
2. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
3. The bidder qualifies the proposal if the proposal is made subject to some conditions.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time.
6. Proposal is not accompanied by all the requisite documents
7. If Bidder provides quotation only for a part of the project.

8. Information submitted in technical proposal is found to be misrepresented, incorrect or false , accidentally, unwittingly or otherwise, at any time during the processing of the agreement (no matter at what stage) or during the tenure of the agreement including the extension period if any.
9. Financial proposal is enclosed with the same envelope as technical proposal
10. Bidder tries to influence the proposal evaluation process by unlawful / corrupt / fraudulent means at any point of time during the bid process
11. In case any one party submits multiple proposals under one methodology or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately
12. Bidder fails to deposit the Performance Guarantee (PG) or fails to enter into an Agreement within 15 working days of the date of notice of award of agreement or within such extended period, as may be specified by the Authority.
13. Bidders may specifically note that while evaluating the proposals, if it comes to the Authority's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal the n the bidders so involved are liable to be disqualified for this agreement as well as for a further period of three years from participation in any of the tenders floated by the UT administration.
14. If it does not comply with the requirements of this RFP. Failure to comply with the technical requirements, and acknowledgment of receipt of amendments, are common causes for holding proposals non-conforming.
15. If a proposal appears to be "canned" presentations of promotional materials that do not follow the format requested in this RFP or do not appear to address the particular requirements of the proposed project any such bidders may also be disqualified.
16. If the bidder engages in any misrepresentation, false statement at any stage of the proposal

7.8 Conditions

The following terms are applicable to this RFP and the bidder's proposal:

1. Any work product, whether acceptable or unacceptable, developed under an agreement awarded as a result of this RFP shall be the sole property of the department unless stated otherwise in the definitive Agreement.
2. Timing and sequence of events resulting from this RFP shall ultimately be determined by the authority.
3. No oral conversations or agreements with any official, agent, or employee shall affect or modify any terms of this RFP, and any alleged oral agreement or shall affect or modify any terms of this RFP, and any alleged oral agreement or of the department shall be superseded by the definitive Agreement that results from this RFP process, oral communications by the department to bidders shall not be considered binding on the department, nor shall any written materials provided by any person other than the department.
4. Proposals are subject to rejection if they limit or modify any of the terms and conditions or specifications of this RFP
5. By responding, the bidder shall be deemed to have represented and warranted: that its proposal is not made in connection with any competing bidder submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; and that no employee or official of the UT administration participated directly or indirectly in the bidder's proposal preparation
6. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against the UT administration or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive Agreement with the bidder in accordance with the terms thereof)
7. Until the agreement is awarded and during the currency of the agreement, bidders shall not, directly or indirectly, solicit any employee to leave or any other

officials involved in this RFP process of the UT Administration in order to accept employment with the bidder its affiliates, actual or prospective consortium members, or any person acting in concern with the bidder, without prior written approval of the Authority.

8. No advance payment, except mobilization advance, will be made

7.9 Maps, Photographs And Intellectual Property Rights

The maps, photographs, processed maps and intellectual property rights of all the facts developed under this project shall be the exclusive property of the administration. Bidders should submit a declaration to this affect.

7.10 Total Responsibility

Bidder (Lead Member in case of a consortium) should issue a statement undertaking total responsibility for the complete project, which shall not include any conditional statements

7.11 Signature

The covering letter must be signed with the bidder's name and by a representative of the bidder, who is authorized to commit the bidder to agreement obligations. All obligations committed by such signatories must be fulfilled.

8. Submission of Bid and Documents

8.1 Submission of Bid

Submission of bids shall be in accordance with the instructions given below:

- i. Envelope 1: Bid Security/Earnest Money Deposit(EMD): The envelope containing the EMD/Bid Security shall be sealed and superscribed "EMD/Bid Security– Resurvey of the land in rural and city and town areas in Daman Districts and updation of land Records of Mamlatdar and Enquiry Officer City Survey Office, Design and implementation of a complete integrated software system with front end and back end, data digitization, validation, verification and implementation". The scanned copy of the bid security instrument (DD/BG) should be uploaded on the e-tendering website.

- ii. Envelope 2:- Technical Proposal: The Technical Bid Proposal shall be prepared in accordance with the requirements specified in this RFP and in the format prescribed in Annexure VI of this RFP. The envelope containing the technical bid proposal shall be sealed and superscribed "Technical Bid proposal–Resurvey of the land in rural and city and town areas in Daman & Diu Districts" on top right corner.
- iii. The Technical bid proposal shall be submitted online as well as offline. This envelope should not contain the Financial Bid Proposal, in either explicit or implicit form, in which case the bid will be rejected. The technical bid envelope shall contain two envelopes. First one shall be superscribed as Pre-Qualification Documents and the second one as Technical Evaluation Documents and shall contain prequalification documents and technical qualification documents respectively.
- iv. All the above 2 envelopes along with the proposal letter should be put in envelope 3 which shall be properly sealed. The outside of this envelope must clearly indicate the name of the project "**Resurvey of the land in rural and city and town areas in Daman and Diu Districts**".

Note: 1. The outer and inner envelopes mentioned above shall indicate the name and address of the bidder (Lead Member, in case of consortium).

Failure to mention the address on the outside of the envelope could cause a proposal to be misdirected or to be received at the required destination after the deadline.

8.2 Documents Comprising the Bidders' Proposal

1. Proposal submitted by the bidder shall comprise the following:

List of documents to be submitted online as well as offline:

- i. Proposal Covering letter (Annexure I)
- ii. Doc 1: Profile of organization
- iii. Doc 2: Profile of CEO/Head of Organization
- iv. Doc 3: Income tax Return for FY 2017-18, FY 2018-19, 2020-21, 2021-22
- v. Doc 4: Audited accounts of FY 2017-18, FY 2018-19 and FY 2019-20, 2021-22

- vi. Doc 5: Audit report of FY 2017-18, FY 2018-19 and 2019-20, 2021-22.
- vii. Doc 6: ISO 27001:2013 certificate (if any)
- viii. Doc 7: ISO 9001:2008 / COPC 2014 certificate (if any)
- ix. Doc 8: Relevant work award letters for information provided in the bid document.
- x. Doc 9: Documents related to experience of similar work.
- xi. Doc 10: Registration certificate, PAN, GST Certificate, TAN, 80G, 12A, etc.
- xii. Doc 12: Undertaking Letter.
- xiii. Doc 13: A board resolution (in case of a consortium bid, the Lead Member's Board of Directors) authorizing the Bidder/ Lead Member to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of RFP.
- xiv. Doc 14: A certified true copy of the consortium agreement between the Lead Member and all the other members of the consortium, describing the respective roles and responsibilities of all the members throughout the project in meeting the overall scope and requirements of the proposed project.
- xv. The following details should also be provided in the Technical Bid:
 - a. Overview of the proposed solution that meets the requirements specified in the RFP
 - b. Detailed Technical Description including the complete specifications of the equipment proposed to be used namely, the digital cameras, the DGPS, ETS, Drone, Ground Control equipment, hardware and photogrammetric software used for processing and printing the imagery, quality control systems and storage
 - c. How the proposed methodology addresses accuracy, quality control, security and availability, performance and manageability requirements of the project.
 - d. Operational environment like, quality control, photo processing, reporting. Project planning, scheduling, equipment & resource deployment, quality assurance plan for the ground survey, including the software, hardware and information system for

implementing the project and submitting required deliverables– in soft and hard copies.

- e. Approach & Methodology for project implementation including the project plan
 - f. Detailed Project plan.
 - g. Project team structure, size, capability and deployment plan (Total Staffing plan including numbers)
 - h. Profiles of resources proposed for the project (to be provided in the format included in Annexure X. The bidder shall provide an undertaking, on a separate letter on company letter head signed by the authorized signatory, in the technical bid that all the profiles of the proposed resources are complete and accurate. In addition, each profile shall be signed by the resource (*of whom the profile is submitted*) and the authorized signatory. If the signature of the resource couldn't be obtained, the authorized signatory, in each profile shall mention and certify that he has obtained the consent of the respective employee on the accuracy and completeness of qualifications and experience specified in the profile.
 - i. Details of consortium partners
 - j. Project Management, reporting and review methodology
 - k. Risk Management approach and plan
 - l. Key Deliverables (along with sample deliverables, where possible)
 - m. Bidder's experience, to be provided in the format specified in Annexure VI in all the project related areas as highlighted in Bid evaluation criteria.
- ii. The technical proposal shall also contain bidder's plan to address the key

challenges anticipated during the execution of the project. Any deviations between technical and financial proposals shall make the proposal as being unresponsive and may lead to disqualification of the proposal. The Tender Inviting Authority reserves the right to take appropriate action in this regard.

8.3 Manpower deployment plan and resources to be dedicated to the project

- i. A specific description of the prior experience and expertise of the resources in the organization that enable the organization to provide high quality, industry-standards based Survey Services (Ground Survey)
 - ii. Resumes of bidder personnel who would be directly assigned to provide services pertaining to this agreement and the specific function each individual would perform;
 - iii. All the resumes of the proposed team should be given in the format provided in Annexure X.
- iii. The Tender Inviting Authority is also open to any suggestions that the bidder(s) may want to render with respect to the approach adopted for the assignment in the light of their expertise or experience from similar assignments. However, this should not lead to the submission date being missed or extended.
- iv. A detailed presentation regarding the aspects of organization detailing that the agency/bidder has understood the law of the territory and has a detailed methodology to successfully complete the tender.
- v. The bidders must submit technical proposal both in hardcopy and softcopy format properly labeled. In case all documents could not be submitted by some bidders either online or offline due to a bonafide mistake, the Tender Inviting Authority may give one opportunity of not exceeding 07 days to all such bidders to submit such documents.

9. Eligibility Criteria of Bidders

9.1 Qualification criterion and bid process

After the bids are made online, the bidders who satisfy the eligibility criteria shall be allowed to participate in the bid. However, the Tender Inviting Authority shall hold a pre-bid conference and the bidders shall be allowed to submit their queries and suggestions to the Tender Inviting Authority Authority in this pre-bid conference. Reply to pre-bid queries shall be duly published in addition to any corrigendum if need be. The bidders shall be required to submit EMD in accordance with this RFP. The technical evaluation of only those bidders who qualify the Pre-Qualification Criteria and have submitted EMD /Bid Security shall be taken up in accordance with the RFP. Thereafter, financial online bids of the bidders who have technically qualified shall be opened and subject to terms of this RFP and corrigendums issued thereto, the LOI shall be issued to the bidder who has quoted lowest bid.

9.2.Pre-Qualifying criterion for Bidder:

Sr. No	Qualification Criteria	Documentary Evidence
1.	A Bidder can be a company incorporated under the an Companies Act (ii) a trust registered under the Indian Trusts Act, 1882 or (iii) a society registered under the Societies Registration Act, 1860 (or other applicable laws) or (iv) a not-for-profit company incorporated under Section 8 of the Indian Company Act or (v) a Partnership firm registered under the Partnership Act. 1932 or the Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act 2008 Government of India (vi) a sole proprietorship firm or a consortium	Copy of Certificate of Registration /Incorporation

	subject to terms and conditions mentioned in this RFP	
2.	The Bidder (Lead Member and all other members in case of a consortium) should have been in operation for a period of at least 5 years as of 31 – 03 –2022	The Certificate of Incorporation and Certificate of commencement of business issued by the Registrar of Companies in India.
3.	The Bidder should have an average annual turnover of at least 50 lakhs (2 Crores in case of consortium) over any three of these four financial years (i.e. 2018-19, 2019-20, 2021-22, 2022-23).	Copy of the audited Balance Sheet and Profit & Loss Statement of the company and/or Certificate from the Chartered Accountant clearly stating the turnover.
4.	Bidder shall have experience of minimum 1(village and city survey) similar project	Copy of Work Order and Authority certificate signed by a competent authority of the concerned States/UTs Administration/ Organizations shall be attached. Only projects that are successfully implemented will be considered.
5.	The Bidder should have valid documentary proof of VAT/GST registration number.	Copy of VAT/GST registration number.
6.	The Bidder should not have been blacklisted by any Central/State Government Organization or Department in India at the time of submission of the bid or their contract should not have been terminated owing to default on the part of the bidder	Declaration by the Bidder.

10 Bid Process

10. Evaluation Procedure

1. The bid will be evaluated on QCBS methodology in the ratio of 70:30 (70% weightage for technical bid and 30% for financial bid).

The evaluation will consist of the following phases:

1. Phase I: Evaluation of Eligibility Criteria
 2. Phase II: Evaluation of Technical Bids
 3. Phase III: Evaluation of Financial Bids
 4. Phase IV: Combined Evaluation of Technical & Financial Bid
- a. Minimum Eligibility Criteria- The bidder shall be required to have minimum qualifications regarding the experience and turnover as may be prescribed
 - b. Quality Based Evaluation – From various mentioned categories, the bidder shall be given marks. Along with this an Evaluation Committee shall be constituted which will evaluate each of the qualified bids on the basis of Quality cum Cost-Based Selection (QCBS). A presentation shall be held before the said evaluation committee. Marks of presentation shall be added to the total qualifying marks. In order to qualify for the opening of financial bid, the bidder shall have to obtain a total of 60% marks in this criteria
 - c. Opening of Financial Bid: Financial bid of those bidders who have qualified 60% or above shall be opened. A common score shall be prepared on the basis of a formula which has been subsequently specified. The bidder having highest common quality cum cost based score shall be declared as qualified.
 - d. For calculation of financial score of the bidder (as per clause 10.3(5) of this tender) The financial offers shall be evaluated on the basis of amount quoted by bidder only in **PART "1"** for **Revenue Re survey**. The amount quoted in **PART "2"** for **Operation shall not be considered for calculation of financial score.**

10.1 PHASE -I Evaluation of Eligibility Criteria

Evaluation of Eligibility criteria: In this part the Bidders will be evaluated for the fulfillment of the conditions specified in the pre- qualification criteria. Pre - qualification bid documentation shall be evaluated as under:

- i. The evaluation committee will check if the bidder has submitted the EMD along with the Technical Proposal and the same are found to be in order.
- ii. The documentation furnished by the bidder will be examined to see if the firm's capacity, skill base and other Bidder attributes as claimed therein are consistent with the needs of this project.
- iii. Department may ask bidder(s) for additional information, and/or arrange discussions with their professional, technical resource to verify claims made in bid documentation. If the bidder fails to submit the additional

10.2 PHASE -II Evaluation of Technical Bid

1. In this part t hetechanical Bids of only those bidders who meet the "Minimum Eligibility" criteria (mentioned at 9.2) shall be considered for Technical Evaluation.
2. Bidders who have been qualified under "Minimum Eligibility" criteria will be invited to also provide Technical Presentation of the proposed solution.
3. The date, time and venue for such Technical Presentation shall be intimated through e-mail to such bidders by the Authority at least one week in advance.
4. The mode of technical presentation could be either in person or through online meeting.
5. Enquiry Officer, City Survey, Daman shall be the deciding authority to finalize the mode of presentation based on the prevalent situation.
6. **The technical evaluation shall be done by "Bid Evaluation Committee" formed by Collector, Daman for this purpose.** In case of any discrepancy or dispute among the members of "Bid Evaluation Committee", the decision of the **Authority** shall be final and binding for all.

Technical Score: (X)

- a. The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).
7. Only those Bidders who have secured Technical Score of 60 marks or above shall be declared as qualified for evaluation of their 'Financial Bid'.

The Technical Bids will be openedfor evaluation only those bidders who have submitted the EMD/Bid Securityas specified in the RFP.

1.	Project Experience: Relevant experience of the Applicant		20
	Should have satisfactorily handled village and city survey through ETS/ GPS/ Drone during the past seven years ending previous day of day of last date of submission of tenders	<ul style="list-style-type: none"> Handled 1 similar village and city survey projects (4 marks) For every additional project above 1 project: 3 marks subject to maximum of 20 marks 	
2	Human Resources		14
	Qualifications and experiences of the manpower, total No. of manpower handled by the Agency, number of qualified surveyors	<ul style="list-style-type: none"> For every qualified surveyor – ¼ marks subject to maximum 4 marks No. of Project Managers- 1 Mark subject to a maximum of 2 marks No. of GIS& AUTO CAD Experts- 1 mark subject to a maximum of 4 Marks No. of IT Experts- 1 mark subject to a maximum of 2 Marks No. of town planners- 1 mark subject to a maximum of 2 Marks <p>To be considered for evaluation under this section the employee should have been working with the agency for at least past 6 months before the date of publishing of this tender.</p>	
4.	Average Annual Turnover		16

	<p>Average annual financial turnover should be atleast Rs. 1.5 crore or more during the three financial years i.e. 2017-18, 2018-19, 2019-20, 2021-22.</p>	<ul style="list-style-type: none"> • 4 marks shall be awarded to bidder having annual financial turnover of Rs. 75 lakhs during the three of four financial years i.e. 2017-18, 2018-19, 2019-20, 2021-22. • For every additional 50 lakhs above 75 lakhs: 2 marks <p>For Consortium Bidder:</p> <ul style="list-style-type: none"> • 4 marks shall be awarded having annual financial turnover of Rs. 3 crore during the three of four financial years i.e. 2017-18, 2018-19, 2019-20, 2021-22. • For every additional 50 lakhs above 3 crore: 2 marks 	
5.	Years of Experience		15
	<ul style="list-style-type: none"> • Should have minimum experience of seven years in this field ending previous day of last date of tender 	<ul style="list-style-type: none"> • 7 years of experience (6 Marks) • For every additional years experience above 7 years :3 marks 	
6.	Experience of implementation of GIS based projects	<ul style="list-style-type: none"> • 1 project: 4 marks. • Every project above 1: 2 marks 	15
7.	Detailed understanding of the	<ul style="list-style-type: none"> • Understanding of Requirement: 6 	20

	scope of project, approach & methodology, detailed project plan along with the timelines and resource deployment plan, understanding and mitigation of risks via a presentation.	Marks • Project Management Methodology: 6 Marks • Support Plan: 4 Marks • Risk Management Plan: 4 Marks	
		Total	100

The Technical Bid will be marked out of 100 marks. Only the bidders, who score a total Technical score of *60(Sixty)* or more, will qualify for the opening of their Financial bids.

10.3 PHASE -III Evaluation of Financial Bids

1. Only those bidders, who have scored at least 60% marks in technical bid evaluation process shall be declared as “Technically Qualified Bidders”.
2. The Financial Bids of only “Technically Qualified Bidders” will be opened. The decision of the Authority in this regard shall be final.
3. The time of opening of Financial Bids shall be communicated to the bidders. They shall be free to send their representatives for the opening of the financial bids.
4. The Bidders are required to quote for all the items as mentioned in the Price Schedule. Therefore, any Bid which does not quote for all the items will be determined to be non- responsive and will be rejected.
5. **Financial Score: (Y)**
The financial offers shall be evaluated on the basis of amount quoted by bidder only in **PART "1"** for **Revenue Resurvey**. The amount quoted in **PART "2"** for **Operation shall not be considered for calculation of financial score.**
6. The financial offers of the qualified bidders (who have secured technical score of 60 marks or above) shall be tabulated for project and the bidder whose financial offer is lowest will be given a financial score of 100 marks. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected. The financial scores of other bidders for the project shall be computed as follows:

$$\text{The 'financial score' of=} \frac{[\text{Lowest offer quoted for the project (Rs.)}]}{100 \times \frac{[\text{Offer quoted by the respective Bidder for the project (Rs.)}]}{\text{Bidder for the Project (Y)}}$$

The marks secured as above shall be the Financial Score of the bidder for the project (Y)

10.4 PHASE -IV Composite Score of the Bidders

Composite score of the Bidders for a Project shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (70 percent of X)	Weighted Financial Score (30 percent of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

10.5 Special Conditions for Evaluation

The successful bidder shall be the agency securing the highest composite score in column 'F' above. However, in the event of two or more Bidders securing exactly the same composite score, then **Authority** reserves the right to:

- Declare the bidder whose technical score is highest, among the bidders who have secured exactly the same composite score as successful bidder, or
- Invite fresh financial proposals from these bidders having same composite scores and evaluating these financial proposals, or
- Adopt any other method as decided by **Authority**.

11. Award of Contract

11.1. Negotiations, Agreement Finalization and Award

The Department reserves the right to negotiate with the bidder(s) whose proposal has been ranked **selected as per 10.4** on the basis of Technical and Financial Evaluation. A contract will be awarded to the responsible and responsive bidder(s) whose proposal

conforms to the RFP and, in the opinion of the Committee, represents the best value to the proposed project.

11.2 Notification of Award

Prior to the expiration of the validity period, the Tender Inviting Authority will notify the successful bidder(s) in writing or by email that his proposal has been accepted. The notification of the award will constitute the formation of the agreement.

Once the successful bidder has been notified, he will furnish separate performance guarantee in Daman and in Diu and will enter in separate agreement with both the Enquiry Officers after approval of both the authorities.

After that, the functions of both the authorities shall proceed as if they were entered into by separate tenders and agreements were done separately. The bidder shall be responsible towards the authority in Daman for works related to Daman District and to Diu for work related to Diu District. For all intents and purposes it shall be presumed that the tender inviting authority for Diu was EOCS Diu and for works related to Diu, the bidder shall abide by all instructions of EOCS Diu as if he were the original tender inviting authority.

Upon the successful bidder's furnishing of performance guarantees, the Tender Inviting Authority will promptly notify and return the Bid Security of unsuccessful bidders.

11.3 Signing of Agreement

- i. At the same time as the Tender Inviting Authority notifies the successful bidder that its proposal has been accepted. The authorities of the respective Districts will be entered into an agreement with the successful bidder separately. Therefore, there will be two separate agreements with the successful bidder. All agreements (to be discussed and agreed upon separately) between the Authority and the successful bidder are binding on the bidder.
- ii. The Authority shall have the right to annul the award if there is a delay of more than 15 days in starting work after the award.

11.4 Termination of award:

- i. Notwithstanding anything contained anywhere else in this tender document, the contract of the agency can be terminated at any stage if it is found that the condition specified herewith is not being followed or in case of fraud, misrepresentation etc. and in case of serious breaches, the agency may even be blacklisted by the Authority.
- ii. In this event, the Authority may award the agreement to the next best value bidder or call for new proposals.

12. Performance Guarantee

- i. The successful bidder shall, at his own expense, deposit the performance guarantee with the Tender Inviting Authority within 15 days of the date of notice of award of the agreement or prior to the signing of the agreement, whichever is earlier an unconditional and irrevocable Performance Guarantee (PG) by way of Demand Draft or Bank Guarantee from a nationalized bank acceptable to the Tender Inviting Authority, in the format prescribed in **Annexure XII**, payable on demand, for the due performance and fulfillment of the agreement by the bidder. Amount of performance Guarantee would be at the rate of 5% of the estimated contract value. Estimated Contract value is the quoted amount in part 1 of the tender. It is hereby mentioned that Performance Guarantee shall have to be deposited separately for Diu and Daman.
- ii. The Performance Guarantee (PG) will be for an amount of 5% of the contract value, valid for the entire term of agreement, which shall be submitted by Survey Agency upon signing the Agreement. All incidental charges whatsoever such as premium, commission etc, with respect to the performance guarantee shall be borne by the bidder. The performance guarantee shall be valid till acceptance of the deliverables of the Project or 120 days after the expiry of the contract, whichever is later. The performance guarantee may be discharged/ returned by the Tender Inviting Authority upon being satisfied that there has been due performance of the obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.

- iii. In the event of the bidder being unable to service the agreement for reasons of poor quality of resources, business loss or going out of business, regulatory restrictions, concerns of national security, or any other reason which is not concerned with the terms of the contract, the Tender Inviting Authority would invoke the Performance Guarantee.
- iv. Notwithstanding and without prejudice to any rights whatsoever of the Tender Inviting Authority, under the agreement in the matter, the proceeds of the Performance Guarantee shall be payable to the Tender Inviting Authority as compensation for any loss resulting from the bidder's failure to perform/ comply with its obligations under the agreement. The Authority shall notify the bidder in writing of the exercise of its right to receive such compensation indicating the obligation(s) for which the bidder is in default and the bidder will have to pay it within 14 days of the notice date. The Authority's decision in this respect will be final.
- v. The Authority shall also be entitled to make recoveries from the bidder's bills, performance guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- vi. In case the project is delayed beyond the project schedule as mentioned in this RFP, for reasons attributable to the implementing Agency, the performance guarantee shall be accordingly extended by the Bidder for the duration equivalent to the delays caused in the project
- vii. It is the responsibility of the bidder to keep alive the performance guarantee and extend it if necessary till the completion of the agreement period.

13- Payment Terms

Daman Distict

S.no	Milestone	Percentage of Payment
1.	Submission of Inception report, Methodology, GCN & Survey plan	5%
2.	Completion of Micro Pilot Project of any Selected Area-Rural	5%
3.	Completion of Micro Pilot Project of any Area-City Survey	6%
4.	Completion of Survey in each village 2.47% per village	57%
5.	Completion of Survey in Daman Municipal Area	7%
6.	Final Completion of entire Scope of Work	20%

Diu District

S.no	Milestone	Percentage of Payment
1.	Submission of Inception report, Methodology, GCN & Survey plan	5%
2.	Completion of Micro Pilot Project of any Selected Area-Rural	5%
3.	Completion of Micro Pilot Project of any Area-City Survey	6%
4.	Completion of Survey in each village 12.25 % per village	49%
6.	Completion of Survey Diu Municipal Area	15%
7.	Final Completion of entire Scope of Work	20%

The performance bank guarantee will be initially valid for a period of 18 months. Bank guarantee if given will be discharged and the mobilization advance will be adjusted against the payment of first invoice.

20% of the estimated contract value will be paid on submission of the complete project documents, proprietary information and any other project related information collected during the course of the project duration. The final 20% amount will be given after acceptance of all the final deliverables and project sign off by the Authority. All payments are subject to correct submission of bills in original.

Above payments shall be made after deduction of income tax at source, whichever may be applicable, by the Acts prevailing at the time of making payment. Payment of all other tax and levies would be the responsibility of the bidder.

All payments to the agencies would be made in Indian Rupees only. The payment shall be made after the successful completion of the activity and successful submission of the deliverables

Payment for Daman shall be made by EOCS Daman and for Diu by EOCS Diu

The minimum gap between two successive invoices will be 04 weeks.

9. Penalty Clause

- i. Any delay in the implementation of any specific milestone mentioned in this RFP, will attract a penalty of 0.5% of the contract value for every 10 days delay. Maximum delay permitted will be 60 days beyond which the agreement is liable to be terminated and performance guarantee will be forfeited. In such case, the UT Administration reserves the right to make necessary alternate arrangements to complete the project at the cost to the account of the successful bidder. However, for any breach in quality of service, which shall be decided at the sole discretion of the authority, the bidder shall be liable to additional penalty subject to a maximum of 5% of the bid amount. Maximum penalty shall not exceed 25% of the bid amount.
- ii. It is of utmost importance that the project implementation needs to be as per schedule. The purpose of this is to ensure all necessary formalities for project completion and closure are completed as planned and bidder will not deliver/ complete a large part of the work only at the end stage, as this would hinder smooth project completion and sign-off.

15- Scope of Work

15.1 General Clauses of the Scope of Work

1. It is hereby declared that all points, records, works, documents mentioned in para number 4 of this RFP, which are necessary for resurvey or land records in urban and rural areas of the Daman & Diu Districts shall be considered as integral part and parcel of this RFP.
2. Without prejudice to the para mentioned above, and notwithstanding anything else contained anywhere else in this RFP, all acts i.e. The Goa, Daman and Diu Land Revenue Code, 1968, The Goa, Daman and Diu Land Revenue Rules, 1969 or any other relevant acts and rules of the UT, deeds, documents etc. necessary to achieve objective mentioned in para number 2, and for updation of records mentioned in point number 4 i.e. Land Records shall be considered part and parcel of this scope of work. At no stage of work shall successful bidder be allowed to claim that an act, deed, document etc. is not part of this scope of work if the same is necessary to achieve the objectives mentioned in para number 2 and for updation of records mentioned in para number 4.
3. It is also declared that for ready reference link to Code, rules and bye-laws of Daman and Diu under which this resurvey is to be done and under which various records are maintained have been included with this RFP as annexure. Nothing contained in the Scope of Work shall be construed as giving authority to the successful bidder to either abrogate or deviate from the said rules, act and bye-laws. The bidders are required to thoroughly read and understand these bye-laws, acts, and rules and consider them a part and parcel of this RFP. If there is any doubt, or if any clarification is needed, they are required to produce the same during pre-bid process. Successful bidder shall not be allowed to claim that any act is not in his scope of work if the same is necessary or required as per these acts, rules and bye-laws.
4. Subject to former three paragraphs, this section contains various components of the work envisaged under the current RFP process. It is proposed to select a Single Agency or Multiple Agency (which can be in the form of a Consortium of Companies OR Joint Venture), to carry out the end-to-end responsibilities in respect of the scope of work activities. Work can be allotted as whole district or

group of villages as per the decision of Authority after successful completion of one village as Pilot project.

5. **Annexure VIII** of this RFP contains details regarding Bhunaksha which has to be integrated in the current system. Bidders are requested to go through the same. Agency have to submit final output as per the combability of Bhunaksha input.
6. The resurvey is to be conducted in the rural, urban and gauthan areas of Daman and Diu Districts and will include Updation and verification of existing survey data, creation of new survey data if the same is non-existent, The bidder is free to use ground truthing, and can conduct a hybrid Survey Methodology using High Resolution Satellite Imagery, DGPS, ETS, Drone as long as they are able to achieve the project requirements in terms of time schedule, accuracy etc. It is the responsibility of the selected agency to plan and execute the activities so that the project is completed as per schedule. The activities would include all the necessary tasks to conduct the resurvey process and create spatial data fabric and collate required and relevant textual information to generate the required outputs – using DGPS, Drone and ETS equipment. The agency has to use maps of Gauthan provided by the Survey of India for cross check and reconciliation. The agency shall be required to take into consideration Outline Development Plan data and SVAMITVA maps for Gaothan and ensure that there is no inconsistency between their survey data and these data. If any inconsistency is found, the agency shall be required to bring the same to the knowledge of authority and resolve the inconsistency as per directions of the authority.
7. The activities to be carried out as part of the proposed project shall consist of the following components:
 - a) Establish Ground Control Points across the Project Site
 - b) Prepare the land parcels for the proposed exercise
 - c) Map the identified boundary vertices
 - d) Resurvey and updating of survey and settlement records of Urban/Rural/Gauthan areas.
 - e) Reconcile the re-survey data with the available records and finalize the dimensions of each land parcel.
 - f) Deliver the finalized land parcel dimensions and the land records in prescribed formats
 - g) GIS Conversion.

- h) Creating an integrated database of textual and graphical information on land records.
- i) Replace manual records with digital records, update the records and ensure consistency of information across the departments.
- j) Generate ULPIN (Unique Land Parcel Identification Number) for all the land parcels situated in Urban, Gauthan and Rural areas. Agency use the available facility of Bhunaksha for ULPIN generation. Input of Multipolygon value to be generated by Agency.
- k) Integration of new surveyed maps into Bhunaksha.
- l) It is also advisable that the selected bidder / implementing agency should visit the site www.dolr.nic.in and must be well versed with the survey techniques suggested as per Part-B Technical Manuals of the DILRMP Guidelines. The selected bidder must comply with the various survey/resurvey techniques suggested by GoI for different areas (for e.g. with dense forest, vegetation cover etc) under the DILRMP scheme.
- m) Currently the No. of Land parcels is almost 82,000.

15.2 System and Solution Requirements:

1. The solution should be integrated and in bilingual mode (Gujarati/English)
2. Bidder(s) shall be expected to use the solutions already available with NIC.
3. Data entry of all available data should be enabled in Gujarati and English including the correction of validated data and provision of hard copy of existing data
4. Digitization of existing maps and integration of the digitized and alpha numeric counter part.

15.3 Layer Details of Digital Map

Sl.No	Topic	Action
1.	Issue with units of the drawing	<ul style="list-style-type: none"> • The units of the drawing files shall be in meters, while inserting the images, insertion units shall be taken as

		<p>meters instead of default value inches</p> <ul style="list-style-type: none"> Data to be delivered in 1:1 for softcopy and for map sheet print out in 1 cm = 5 mt. for gamthan & City area, 1 cm = 10 mt in Rural area & 1 cm = 50 mt for village map. All corresponding sizes mentioned (like font size shall be scaled proportionately)
2.	Image path	<ul style="list-style-type: none"> The path for the inserted images shall be "relative path" instead of "full paths", common path will be used for separate operators.
3.	External references of customized tools	<ul style="list-style-type: none"> External references like customized tools shall be removed before shipment
4.	Shipment	<ul style="list-style-type: none"> Directory Structure should be as per the amended list as in Part -I AutoCAD File as per the amended layer list supplied as Part -II New Layer named POLY_TOPOBASE should contain topologically created closed polygons for all polygon features with attached database with structure as per design document (Part -III) POLY_TOPOBASE layer shall be generated only in village level mosaiced data The database shall be attached to the closed polygon features of the POLY_TOPOBASE layer Shape file as created from POLY_TOPOBASE layer using export Fonts shall be as per Part -IV The delivery should contain the individual drawings for a village and the village mosaiced data as per shipment directory structure

5.	Scanning resolution	<ul style="list-style-type: none"> • It is requested by all the vendors that the scanning resolution to be reduced to 300 dp iconsidering the performance in software and huge storage size requirements. Commissioner to take final decision and shall be intimated to the vendors.
6.	Sample data	<ul style="list-style-type: none"> • Department shall send all vendors a sample data for reference purpose. • All vendors shall provide a sample data according to the decision made. After getting confirmation from the department, the same method shall be applied to all datasets
7.	Bringing the data to the UTM projection (approximately) (without any extra cost)	<ul style="list-style-type: none"> • Method has been demonstrated to bring the data approximately to UTM projection. • The vendors are agreed to provide the village level mosaiced AutoCAD files relatively positioned approximately in UTM co-ordinates. Images are not to be brought under this. Images shall not be inserted in the mosaiced AutoCAD file. • Edge-matching in not expected. • This data shall be delivered district wise during the warranty period for the respective district as per request of the department. Vendors shall supply data updated up to the delivery date

15.5 Quality Assurance

A comprehensive quality control program for ensuring the quality of data to be followed based on the criteria provided and permissible accuracy. The measure of accuracy

derived based on the allowable limits would fall under one of the heads, viz physical accuracy and logical accuracy.

1. Point Features

Location of feature with preference to a standard layer would be the same or within the area of the plot.

2. Line Features

Variation in length of line segment should within the prescribed limit of ± 10 cm

3. Polygon Features

1. Variation in the area & Perimeter (Between resurvey data and Origin Map data) of any polygon features should be within the prescribed limit of 2%. If difference found more then or less then 2%, list to be generated and submit to the department before quality check process.
2. The bidder should keep the logical accuracy corresponds to completeness and correctness of data when data set is analyzed. The GIS layers should topologically corrected [Topological errors like sliver polygons (meaning gaps between polygons), duplicate features, overlaps of polygons etc. should be checked and resolved.]and geo-coded is the most important and complex task upon the usefulness of the database lies. The following aspects need to be considered here,
 - i. The geographic data necessary to define where the parcel of land or, for that matter, any other feature is located,
 - ii. Its unique identification for associating attributes that link the records.

15.6 Approach to Survey

The various steps in conducting the re-survey of a village/city/gauthan and preparation of land records based on the re-survey are as under:

1. Fix adequate number of geo-referenced control points in the village/gauthan/city under re- survey. This activity would be carried out with the help of departmental officials. Ground control points should be same as those used by Planning and Development Authority in preparation for Outline Development Plan and those that are used by Survey of India so that consistency in various maps could be ensured.
2. Taking these control points as reference points, fix the boundary points of the village/gauthan/city using DGPS/ETS/DRONE.
3. Obtain the village/gauthan/city maps from survey office.
4. Obtain village form no 3, 1 & 14 and For, B & D record from mamlatdar and Enquiry Officer, City Survey office in a predetermined format.
5. Mark the corrections in village/Gauthan/City map reflecting the changes in village form no 1 & 14, Form-B and D and as per field survey and verification.

6. Also give effect to changes in VF No. 1 & 14 and Form B-D wherever it is not given or inform to authority for the decision-making process.
7. Generate Chalta No. (Temporary no.) and also mark them on the map.
8. Generate Khetarwar Patrak and Form No.3, Form-B
9. Carry out the field re-survey in the village/gauthan/city by using DGPS/ ETS/Drone equipment and also collect the information for the concerned land parcel in a pre-determined format.
10. Generate the land parcel sketch in pre-determined scale.
11. Serve a notice to the occupant along with this sketch showing necessary details requiring any objections from the occupant.
12. If any objections are received, visit the concern land parcel along with the person and other related persons and officials by the government representative.
13. Modify/ change the map & other record as per the decision.
14. Generate various records based on the re-survey and information gathered from the field.
15. In particular generate a discrepancy register that gives the details of land parcels showing the area difference between resurvey and old survey records. In case, where the area of resurveyed land parcel is more than 5%.
16. Digitization of the old Plot Book of the survey number and superimpose on the resurveyed parcel land showing the variation on the map as well as on the area for government land. The encroached area (of adjoining Govt./department or Panchayat land) is to be shown by dotted lines and given a different shading and encroachment land register, in prescribed format generated and submitted.
17. Handing over the record for promulgation to the Survey and Settlement officer (EOCS)/Mamlatdar who would take up the promulgation activity. This activity is to be done by the specified government official. Survey Agency will give support for re-measurement which will be decided in Hearing process.
18. Generate one register for new survey no./Gauthan Plot No./ PTS NO. arising out of resurvey with no corresponding old survey no. means old un-numbered parcels.
19. Generate one register for new survey no./Gauthan Plot No./ PTS NO. arising out of resurvey with corresponding old survey no.

15.7 Survey Methodology & Deliverables

This part details the technical specifications of the resurvey project,

including the output guidelines of detailed ground survey. The re-survey is a very important component of the Land Re-survey project. Keeping this in view, the Department of Revenue expects the Agency to use the latest available technology to complete the resurvey as per the schedule of the project, while maintaining the required accuracy.

1. PRE SURVEY ACTIVITIES:

1. Publication of Notifications under the relevant rules of the Union Territory of Dadra & Nagar Haveli and Daman & by the Department of Revenue.
2. Opening a publicity cell at the Village/city level which will generate awareness among the owner(s) in the area notified for resurvey, emphasizing the need for them to be present at the time of visit of the survey team, and show the boundaries of their land parcels and participate in the survey process. The establishment of the publicity cell shall be the responsibility of the concern Department and the representative of the agency shall provide adequate assistance to the department to educate the public.
3. Preparation of detailed schedule village and Gauthan or City area wise for the survey team to each area and to publish them at the District and village/city levels. The program should be given wide publicity. The detailed schedule shall be prepared by the agency and inform to the concern department.
4. Circulating the detailed schedule of visits of the survey team among the heads of the land – owning departments, so that the officials from those departments help the survey agency in the identification of the boundaries of the land parcels owned by their departments.
5. Publication of village/city/gauthan level survey plans, showing the details of day-wise programme of survey team in the concerned village/city/gauthan at least 10 days before commencement of field survey.
6. A Gram Sabha meeting shall preferably be called, to which the entire action plan should be discussed before commencing the survey work to facilitate further cooperation for the survey works.
7. Bidders shall be used the Ground Control Points (GCPs) established by Survey of India (SOI) at various places and those already used by Planning and Development Authority for fixing the Primary Control Points.
8. Fix adequate number Ground control points in the village/gauthan/city under re-survey. The first and the last two control points should be fixed within the vicinity of each other. This activity would be carried out with the help of departmental officials.
9. Taking these control points as reference points, fix the boundary points of the village/guathan/city by using DGPS/ETS/DRONE.

15.8 Ground Control Network & Monumentation

There shall be Ground control Network at 4 levels (in case of non availability of (SOI) data, GCN at 5 level. All the control points should be based on datum given below:

A. Horizontal Datum: WGS-84 (i.e. the latest version of the World Geodetic System standard for use in cartography). The Primary Control points of the Survey of India (SOI), provided by static GPS observations (72 hours) with dual frequency GPS receivers, should be used as reference points for preparing network to link the with national survey network. In case of non availability of SOI data of network control points, same kind of data and control points should be established in consultation with SOI and prepared by the bidder with MSL datum as per below mentioned standards.

B. Base Station: At Centre of Area of Interest (AOI) with minimum 72 hours observation by GPS with accuracy of 1:100000

1. Primary Control Points:

- **Horizontal**

1. **What kind of places:** In protected areas like premises of permanent government offices etc. The selected site should be open and clear to sky with acute angle of 15 degree. High tension power lines, transformers, electric substations, microwave towers, high frequency dish antennas, radars, jammers, etc which interferes with GPS signals, should be strictly avoided.
2. **Densification:** 04 Km average
3. **Instrument to be used:** Primary Control points shall be identified with DGPS
4. **Accuracy levels required:** 1:50000.
5. Monumentation of Primary Control Points:
 - a. Rock Stone or Sand Stone 30*30*75 cm or RCC.
 - b. The control point should be 15 cm above the ground and 60 cm inside the ground.
 - c. The control points should be fixed to the ground using at least 15cm of cement block
 - d. Monuments shall bear a Triangle on top with plummet hole in the middle. Monumentation can be done by engraving the control points

- by 1 “diacircle.
- e. Provision to put GPS reading strip of granite.
- f. The control point number should be inscribed on the monument.

- **Vertical**

All the primary control points should be connected by spirit level heights. The leveling lines for such connections should be terminate at a precision control points of the SOI and all errors adjusted within them.

Permissible error for leveling line 0.025 (in meters), where the length of leveling line is in km.

2. Secondary Control Points:

i **What kind of places:** In protected areas like premises of Government buildings and other protected structures, Village Trijunction points, village Bijunctions etc. These shall be governed by photogrammetric requirements of the block of imagery for which photogrammetric survey is to be carried out.

i **GCP Selection criteria:** The selection criteria of points should be

- Geometric Dilution of Precision (GDOP) of GCPs should not exceed 2.5
[Suggested in GIS based AMRUT Master Plan preparation]

- a) GCP should be easily identifiable.
- b) GCP should be a sharp point on ground.

i **Densification:** 01kmaverage

- i. **Instrument to be used:** DGPS.
- ii. **Accuracy levels required:** 1:20000

■ Monumentation of Secondary Control Points:

1. Rock Stone or Sand Stone 23*23*75 cm or RCC
2. The control point should be 15 cm above the ground and 60 cm inside the ground.
3. The control points should be fixed to the ground using at least 15cm of cement block
4. Monuments shall bear a Triangle on top with plummet hole in the middle.
Monumentation can be done by engraving the control points by 1 “diacircle.
5. Provision to put GPS reading strip of granite.

6. The control point number should be inscribed on the monument.

7. X, Y and Z co-ordinates are required.

3. Tertiary Control Points:

What kind of places: Preferred places area Village boundary trijunction or bijunction, Government lands etc., Field trijunction on village boundaries or inside the village. Existing govt./ non- govt. buildings like GP office, school building, veterinary hospital, high tension lines etc.

i. **Densification** : 1000 m average.

ii. **Instrument:** DGPS

iii. **Accuracy levels required** : 1 in 10,000

iv. Monumentation of Tertiary Control Points

1. Rock Stone or Sand Stone 15*15*45 cm or RCC

2. The control point should be 10 cm above the ground and 35 cm inside the ground.

3. The control points should be fixed to the ground using at least 15cm of cement block

4. Monuments shall bear a Triangle on top with plummet hole in the middle. Monumentation can be done by engraving the control points by 1 "diacircle.

5. Provision to put GPS reading strip of granite.

6. The control point number should be inscribed on the monument.

4. Auxiliary Control Point:

What kind of places: Each control point (Primary, Secondary and Tertiary Control Points) shall be accompanied with one auxiliary control point. It should be located on permanent structure like bridges, culverts and other permanent building corners etc. The auxiliary control point should be within the line of sight from the control points.

i. **Densification:** There shall be one auxiliary point for each control point typically 100m

ii. **Instrument:** DGPS

iii. **Accuracy levels required:** same as their respective control point

The description of the location of the control point along with a sketch shall be submitted to the Land Survey & Settlement Department and Department of

Revenue.

Note: In case any village tri-junction has not been marked and monumented by any of the primary or secondary control points or even if it is tertiary control points, then they should be explicitly monumented as per the parameters mentioned for secondary control points.

(1) The coordinate lists and descriptions of the locations shall be submitted to Land survey & Settlement Department and Department of Revenue. The locations and ID s of all the control points should be maintained in GIS Form.

(2) The coordinate list should be supplied both for geodetic system (lat/long) and Projected system-Universal Traverse Mercator, i.e. the UTM projection of the respective area

(3) In case a village trijunctions has not marked and monumented by primary, secondary, or tertiary control points, the same should be monumented as per the parameters. **General Requirements**

1. Village boundaries are to be marked.
2. The(X, Y, Z) coordinates for the control points should be given in spherical coordinates as well as in Cartesian coordinates separately.
3. The (X, Y) coordinates should be in WGS 84.and Z in MSL(Mean Sea Level)
4. The agency should specify the conditions and specification of the instruments/system used to acquire the required accuracy.
5. Some base lines for calibration with monumentation should be formed at selected locations for maintenance.
6. A sketch for each category of control points shall be submitted showing the location of control points along with description for easy identification.
7. A map showing all the Primary, secondary and tertiary control points with coordinates shall be submitted to the Survey & Settlement Department and Department of Revenue.
8. The agency shall submit a village map showing the primary, secondary and tertiary control points with description and coordinates in the prescribed format
9. The grid supplied by the Survey & Settlement Department and Department of Revenue has to be superimposed on the geodetic network to derive the control point numbering.
10. Control Points should be only on the boundaries of land parcel and should not

be in between. When located in govt. premises, it should be located at the corner of the buildings or the premises.

11. SOI (Survey of India) control points should be used or established a base reference for creating Primary and secondary control points

12. Obtain the village/gauthan/city map/plot book from survey office.

13. Generate Chalta No. (Temporary no.) and also mark them on the map.

15.9 Survey Activities

1. Carry out the field re-survey in the village/gauthan/city by using DGPS/ ETS / DRONE equipments and also collect the information for the concerned land parcel in a pre-determined format.
2. Generate the land parcel sketch in pre-determined scale. Serve a notice to the occupant along with this sketch showing necessary details requiring any objections from the occupant. Government officials will be helping in this process but the activity primarily needs to be done by the bidder. The signature seal of the govt. officials will be affixed to the notice.
3. If any objections are received, a register shall be maintained by the bidder to record and track the objections raised by the owners(s)/enjoyer(s). The objections should also be flagged in the DTDB (Digital Topographic Database). The official along with the concerned person and other related persons shall visit the concern land parcel. The decision on the objection would be taken by the government representative shall Modify/ change the map & other record as per the decision.
4. Each GCP should be precisely marked on the base map for further reference and geo processing.

15.10 Post Survey Activities

1. Geo-reference precisely all the villages/gauthans/cities using collected GCPs.
2. Overlaying of cadastral/guathan/city limit map on the rectified image with affine transformation model.
3. Generate various records based on the re-survey and information gathered from the field.
4. In particular generate a discrepancy register which gives the details of land parcels

showing the area difference between re-survey and old survey records/VF1 & 14/Form No. B & D.

5. GENERATE ULPIN for all land parcels, For ULPIN generation, Agency need to generate input as coordinates of the all corners of the parcel (Multipolygon value) and upload to the portal which will be provided by NIC, Which is already available in bhunaksha.
6. Digitize the old Plot Book, where there is 5% variation of measured survey number with reference to original area/where there is Government or Panchayat land and superimpose on the resurveyed parcel land showing the variation on the map as well as on the area. The encroached area (of adjoining Govt./department or Panchayat land) is to be shown by dotted lines and given a different shading and encroachment land register, in prescribed format generated and submitted. The Bidder needs to create the Encroachment Register.
7. Handing over the record for promulgation to the specified government official who would take up the promulgation activity. This activity is to be done by the specified government official for cadastral.
8. Generate Form B for new PTS No. and Plot No. arising out of resurvey with no corresponding old no., Encroachment Register, another register Doob Register with old no. with corresponding new nos. and another one where either the occupant or land use is different.
9. Generate one register for new survey no. arising out of resurvey with no corresponding old survey no. Encroachment Register, another register Doob Register with old survey no. with corresponding new nos. and another one where either the occupant or land use is different.

15.11 Survey Process

This section describes the procedure followed for the survey:

1. There should be adequate number of survey teams and adequate number of adjudicating personnel to complete the work as per the schedule.
2. Every survey team should have at least one member familiar with the local language and the field workers and supervisory staff should be conversant with the local language.
3. Survey adjudicator will be appointed by the government. However, he/she shall be assisted by one surveyor along with ETS / DGPS machine from Agency.

4. From the agency side, each survey team shall have at least one machine operator and 2 support staff.
5. The level team along with the members from bidder should conduct a gramsabha in the village before the commencement of re-survey work and the entire process should be explained. The day wise survey schedule should also be discussed and farmers/owners concerned should be mobilized.
6. Agency shall establish a village/city survey center in the appropriate place in the villages/cities with adequate number of laptops, printers and consumables. Basic infrastructure including uninterrupted power supply for establishing a Survey Center is readily available in all the villages/cities. In case these facilities are not available in any particular village/city, the bidder could have its base in the nearest village/city during the survey execution.
7. Agency has to bear the expenses of establishing the village/city survey centers in case the government buildings are not available. The cost of electricity and other expenditure has to be borne by the Agency. In case these facilities are not available in any particular village/city, the bidder could have its base in the nearest village/city during the survey execution.
8. The field work shall commence as per the schedule published in the village/city. The field team shall mark boundaries of the land parcels using ETS/DGPS/DRONE etc. as shown by the concerned owners or enjoyers in the presence of adjacent land parcel owners or enjoyers. The team should take care that ridges, which are not boundaries of parcels, are avoided. Similarly, cases where collective cultivation is done or boundaries not formed for various reasons should be first got demarcated on ground by the concerned owners and such demarcated parcels alone should be recorded. The team should take care to ensure that each individual parcel is identified with the owner/enjoyer.
9. After identifying boundaries in the presence of owner/enjoyer and marking them the team should obtain an acknowledgement from the owner/enjoyer that the boundaries are recorded in his presence and to his satisfaction.
10. The bidder shall generate the land parcel map based on their ETS etc. reading. The agency shall take it to the owner/enjoyer and obtain acknowledgment.
11. The Draft Land Parcel Map shall be distributed to the concerned enjoyer after superimposition of survey department record and Quality check by the department with

area discrepancy and receive the objections if any in prescribed time frame.

12. Wherever there is reserved forest or land transferred to forest dept. concerned forest officers should be involved in identifying boundaries.
 13. Wherever there is a government land, concerned government officers shall attend the survey activity and identify their land.
 14. The current land use particulars and irrigation particulars etc. shall also be collected by the survey team.
 15. Land owners who intend to plant stones in their field junctions may be shown points where stones are to be planted.
 16. Boundaries of individual land parcels shall be marked using ETS or DGPS or DRONE or tape whichever is relevant or applicable.
 17. Each parcel shall be given a unique ID Initially as Chalta number and ULPIN after promulgation
 18. Details of land parcels should be recorded in the prescribed formats.
- After the completion of demarcation by ground survey methodology using ETS/DGPS/DRONE and collection of textual data, the demarcators have to transfer the demarcated boundaries into relevant spatial form as GIS.
19. The demarcators shall generate the Draft Land Parcel Map (LPM) for each land parcel and print in the prescribed template showing built-up area in case of gauthan and city area.
 20. The survey teams along with the government officials shall participate in the objection redressal and if required the survey teams has to resurvey the land parcel.
 21. A register shall be maintained by Agency to record and track the objections raised by the enjoyers.
 22. After the completion of survey, the survey team has to submit the completion report to the Survey and Settlement Department. With all registers like Survey registers, Objection registers, Hearing registers etc.

15.12 Survey of Government Lands

This section describes the procedure that must be followed for the survey of Government lands

1. The village/gauthan/city wise list of Government/department lands with area and the

list of private lands adjoining the government lands shall be prepared by the agency.

2. If the concerned government officials are able to identify the boundaries of the government land as per records, the government land has to be demarcated first before demarcating the private properties. If the concerned government officials are unable to identify the boundaries of the government land as per records or no record is available pertaining to those government land parcels/properties, the boundaries of the adjoining land parcels/properties should be fixed first and after fixing the boundaries of all the adjoining land parcels/properties, the government land parcels/properties should be worked out.
3. Reconcile the area so worked out with the related records.
4. The land parcel map pertaining to the government land parcels shall be handed over to concerned government officer or to the Mamlatdar/ Enquiry Officer, City Survey who shall record the objections if any.

15.13 Generation of Draft Lpm and Distribution

1. After the completion of ground truthing/ ground survey, the demarcators have to generate the Draft LPM and print on the prescribed template with details of adjoining survey numbers, etc.
2. The scale of LPM sketch should fit an A4 size paper and it should be fit to the next scale of 10. (For e.g. if the scale is coming to 1:446 then it should be fit to a scale of 1:450; in case the scale is coming as 1:421 then it should be fit to a scale of 1:420 and in case the scale required to fit in the paper is 1:496, then it should be fit to a scale of 1:500)

15.14 Objections Handling

- a. Individual notices in prescribed format shall be given to every registered holder/enjoyer with a copy of land parcel map and measurement details etc. marked on the same notice. Individual notices shall be either personally served or through mail or sent by the registered post with acknowledgement due if the land owners are out side village or town. On expiry of stipulated period, (10 days), if any objections raised by the enjoyer, shall be recorded in the objections register.
- b. Agency team shall assist the Government Officer in resolving the objections. If required the survey team has to resurvey the field of the enjoyer, incorporate the necessary changes and generate revised LPM & re-distribute to the land owner.

- c. Survey team shall maintain the objections tracking register. The objections shall also be tracked in DTDB in GIS form

15.15 Promulgation of Survey Records

1. Subsequently, draft record of land register, village/gaothan /city limit area map, and individual parcel maps of agricultural and non agricultural lands would be displayed for 30 days (Promulgation notification time frame) in the office of Gram Panchayat/Municipal Council for the information of public
2. Complaints should be maintained during the above period to register complaints received and all complaints received should be acknowledged by a receipt.
3. Complaints received shall be verified and necessary corrections if warranted shall be carried out in all concerned spatial and non spatial records. Agency(s) shall help the government staff if resurvey of the parcel is required.
4. The adjudication team will have one Surveyor/DIOS who will be assisted by one ETS machine operator from the bidder.
5. The adjudication team will take up objections village/city wise. They should draw up a day wise Program of objections taken on record and inform concerned farmers/owners well in advance. They shall dispose all objections as per rules laid down under relevant Act.
6. As soon as disposal of objections is completed a final notification under relevant rules and regulations will be published completing the process of survey.
7. The village/gauthan/city land parcel register will be updated by the Agency(s) as per objection disposal information received from the adjudication team.
8. The promulgation of cadastral land records will be done by the Officer authorized by the authority.
9. The final information should be taken to data centre established at the state level to generate all deliverables.

15.16 Deliverables

Without prejudice to the scope of work mentioned in this and previous paragraphs, it is reiterated that the output of the entire exercise shall be as follows:

- I. Establishing Geodetic network with co-ordinates and sketch of the control points showing their description and location. Ground Control Network Library to be prepared.
- II. Preparation of map, village(Cadastral)/gauthan/city maps and Land Parcel Maps

by ETS/ DGPS / DRONE based Ground Survey.

- III. Digitized copies of the Village (Cadastral)/gauthan/city limit maps showing features like Survey No./ Gauthan No, Plot No./ PTS No., Name, Chalta No., etc.
- IV. Superimposition of old digitized village (cadastral/gauthan/city limit map on the final resurveyed map.
- V. Conversion of entire digital database into RDBMS data format.
- VI. Integration of spatial data with the non-spatial data base.
- VII. Digitized Land registers in the prescribed Performa–
 - a. Village (cadastral)/Gauthan/City limit Map
 - b. Plot Books, comprising resurvey details of each survey number (LPM) and corresponding sketch
 - c. Main Register- Form No.3, Form No.1&14, Form -B
 - d. Khetarvar Patrak
 - e. Kamijati Patrak or differential statement for each survey number showing the difference between old details and the resurvey details in New 1 & 14, Form No. B –D, Mangna Patrak or Demand statement–incase Govt. decides to collect survey charges from the land parcel holders. Note: All the records will be in vernacular language (Gujarati / English).
 - f. Polygon
- VIII. Correlation statement with correlation sketch showing correlation of every old land parcels to the corresponding new LPM number. List of coordinates of all the points by which the land parcel would be determined including topographical details. Every such point shall be given a unique number as prescribed.
- IX. Specification of equipment used for generating.
- X. Accurate geo-referenced digital map using established control survey network around existing Survey of India permanent reference points
- XI. Complete mosaic map of Village / city / Gauthan.
- XII. Spatial and non spatial data dictionary with feature codes, feature type (points, line and polygon)
- XIII. Feature description and symbols
- XIV. The use of Open standards is mandatory for data sharing and inter-operability among different systems (Use of Open Source Software is must as a deliverable)

- XV. Geodetic network with co-ordinates and sketch of the control points showing their description and location
- XVI. Village(cadastral)/gauthan/city limit maps and Land Parcel Maps with coordinates.
- XVII. The boundaries of surveyed parcels shall be downloaded from the TS and linked with the attributes data collected, in the GIS format so as to create the DTDB(Digital Topographic Data Base). The final plotting and soft copy DTDB of the land parcels and other topographic details shall be generated from the TS data and associated software by the bidder.
- XVIII. Data base standards: SOL-92 (Rational Model)/ SQL-1999 (Object Model) or compatible latest version to be adopted as a standard for Relational Database Management Systems(RDBMSs)
- XIX. UNICODE- character encoding for each and every alphabet of all the languages. The most commonly used encodings are UTF-8 (Unicode Transformation Format) and UTF-16 should be the character encoding. All deliverables should be in Gujarati/ English language.
- XX. Digitized copies of the Village(cadastral)/city/gauthan maps showing features like Survey/Gauthan No., Plot No./ PTS No. Name, Chalta No., etc
- XXI. Chalta No. can also be marked on the digitized copies of village(cadastral)/city/gauthan maps as it will provide linkage/reference to the old land parcel Nos.
- XXII. Superimposition of old digitized village map on the final resurveyed map.
- XXIII. The color coding needs to be done as per following guidelines:
 - a. Boundaries and survey no./plot no./pts no. of new map –black
 - b. Boundaries and survey no. of old map –red
 - c. Chalta No. - Green
 - d. Background –White
- XXIV. Edge-matching with the adjacent plots, if digital database pertaining to the adjacent plots already exists.
- XXV. Conversion of entire digital database into existing RDBMS data format
- XXVI. Integration of spatial data with the non-spatial database.
- XXVII. Land registers in the prescribed proforma and maps–

- a. Village(Cadatsral) /Gauthan/City limit Map- 3 copies
- b. Plot Books(Field sketch), comprising resurvey details of each survey number (LPM) and corresponding sketch 2copies
- c. Main Register- Form No.3, Form- B and KhetarvarPatrak - 2copies
- d. Kami jastiPatrak (KJP)-2 copies (differential statement for each survey number showing difference between old details and the resurvey details) The V/F 1 & 14 shows the latest details of the land parcels and is already divided in case of fragmentation.
- e. New 1 & 14/Form –B - softcopy.

XXVIII. Mangna Patrak (soft copy) or Demand statement – in case Govt. decides to collect survey charges from the land parcel holders.

Note: All the records will be in vernacular language (Gujarati / English)

XXIX. Correlation statement with correlation sketch showing correlation of every old survey number to the corresponding new LPM number. List of coordinates of all the points by which the land parcel would be determined including topo details. Every such point shall be given a unique number (ULPIN)as prescribed. The correlation of the new LPM no. should be done with the V/F 1 & 14/ Form –B & D and not the old survey no. as the VF 1 & 14/ Form –B & D shows the sub-division if any.

XXX. New Surveyed and Digitized map of whole district including Cadastral/Gauthan/City limit area – 3 copies

XXXI. Specification of equipment used for generating data

XXXII. Ortho photo prints of the village/gauthan/city duly showing field supplementary data and showing the area for which the data is generated by ETS. (For Hybrid Methodology only)

XXXIII. The Agency has to be updated every records irrespective of the land situated in the Village/ City/ Gauthan areas.

Note: For specification of formats for graphical records, see – 11.18.

15.17 Pilot Implementation

- a. Selected bidder(s) will be required to implement pilot projects (02 in Daman and 01 in Diu = Total 3 village) using network data in one nominated Village including Gauthan, using appropriate technology, within a period of 3 months

from issue of Letter of Intent – which will cover all the activities of the resurvey and all required outputs/deliverables. Based on the pilot experience, changes, if any needed would be made to the project implementation approach and plan.

Note: The above description for the approach to Resurvey and the list of Deliverables is only indicative in nature. The Selected implementing agency must comply with the techniques and deliverables as detailed under the DILRMP guidelines issued from Gol time to time, details of bhunaksha etc.

16- Output Guidelines for the Survey

1. The delivery will be in Three formats. (.DXF, .DWG and.SHP in portable SSD)
2. DXF – will contain only poly lines, points and text in their appropriate layer and color.
3. DWG content should be the same as in case of DXF except the symbology assigned and hatch pattern.
4. First submission shall be the .DXF, which will be checked digitally for the quality. On acceptance of the same, .DWG files should be submitted.
5. All the deliverables pertaining to a village/gauthan/city shall be submitted for approval of the Department of Revenue as a single submission.
6. The finally submitted maps will be sample checked. More than 20 errors in a .DXF delivery may lead to complete rejection of the entire submission.
7. Similarly, in case of .DWG files submitted sheet wise should have all layers properly named as specified. More than 5 errors in a sheet may lead to the rejection of the sheet. More than 10 sheet rejection of the entire project submission may lead to the entire rejection of the submission.
8. The QC forms duly filled should be accompanied with every submission of digital data in CD media.
9. The Agency must enforce good quality control measures to meet the requirements of the Department of Revenue in order to finally deliver a quality product, satisfying the content, accuracy and cartographic presentation of the maps as specified.
10. One set of hard copy outputs on 1:5000 scale (village map) and 1:500 scale (Gauthan area and City Survey area) to be supplied by the Agency.
11. The names of features from field verification report need to be incorporated in the digital data. The job is treated as completed only after it is examined, and final

corrections carried out.

12. The map projection and coordinates of the control points are to be in UTM grid and WGS 84 datum and MSL datum.
13. Land parcels shall be oriented to north.
14. All data products should be handled carefully to avoid any loss or damage. In case of any damage/loss, the Agency takes the responsibility of replacing fully.
15. An understanding on security aspects such as safe custody of data/reports/ material is to be signed by the Agency at the time of taking data from the Authority.
16. The specification/ guidelines may be revised from time to time and the same will be given to the Agency. The Agency shall therefore make sure that the revised specification/ guidelines are followed thereon.

16.1 Format for Graphical Record:

A. Land Parcel Maps:

1. Data should be in 2D and 3D
2. To be drawn on A4 size paper.
3. The parcel map shall be in template prescribed by the Department.
4. Area to be recorded in Hectares, Acres, and square meter.
5. For each land parcel, one sketch should be drawn showing outer boundaries and topo details. (List of the topo features to capture will be provided before undertaking the resurvey), builtup details and number of floor.
6. All measurements shall be written facing North or West directions or in any readable direction.
7. Actual measurement of each demarcated boundary should be exhibited including topo details like roads, canals, wells, cart tracks etc.,
8. Village tri-junction should be denoted by alphabets in clockwise direction. Every point in the village like sub-division point, cut point, field bend points, should be given a unique serial number in numerical.
9. Adjacency particulars should be written in encircled Nos. or by village names as the case maybe.
10. The scale of LPM sketch should fit an A4 size paper and it should be fit to the next scale of 10. (for e.g. if the scale is coming to 1:446 then it should be fit to a scale of 1:450; in case the scale is coming as 1:421 then it should be fit to a scale of 1:420 and in case the scale required to fit in the paper is 1:496, then it should be fit to a

scale of 1:500)

11. All nearest control points should be exhibited within or outside frame work of Survey No.

B. Village Map

1. Integrated village map shall be drawn in 1: 5000 scales on A0 size paper.
2. The map shall show name of Village in Gujarati / English language.
3. Area in Hectares – Acres and/or Sq. Km. up to 4th decimal shall be recorded.
4. It shall exhibit basic statutory particulars like dates of notification under the different rules in left hand lower corner. The year of survey and year of publishing of village map shall also be displayed in the bottom part. (The template shall be approved by the Survey & Settlement Department and Department of Revenue)
5. It shall show the village tri-junction, all primary control and secondary control points, tertiary control points and topo details.
6. The topo details shall be represented using the approved symbol library. Legend of topo details and boundaries recorded should be exhibited.
7. Adjacency particulars to the village shall be displayed.
8. List of all control points falling on the village boundary with coordinates and location details should be furnished.

C. Gauthan Map

1. Integrated Gauthan map shall be drawn in 1: 500 scales on A0 size paper.
2. The map shall show name of Village in Gujarati / English language.
3. Area in Sq. m. up to 4th decimal shall be recorded.
4. It shall exhibit basic statutory particulars like dates of notification under the different rules in left hand lower corner. The year of survey and year of publishing of Gauthan map shall also be displayed in the bottom part. (The template shall be approved by the Land Survey & Settlement Department and Department of Revenue)
5. It shall show the village tri-junction, all primary control and secondary control points, tertiary control points and topo details.
6. The topo details shall be represented using the approved symbol library. Legend of

topo details and boundaries recorded should be exhibited.

7. Adjacency particulars to the Gauthan-village shall be displayed.
8. List of all control points falling on the Gauthan-village boundary with coordinates and location details should be furnished.

D. City area Map

1. Integrated City area map shall be drawn in 1: 500 scales on A0 size paper.
2. The map shall show name of City in Gujarati / English language.
3. Area in Sq. m. up to 4th decimal shall be recorded.
4. It shall exhibit basic statutory particulars like dates of notification under the different rules in left hand lower corner. The year of survey and year of publishing of City area map shall also be displayed in the bottom part. (The template shall be approved by the Survey & Settlement Department and Department of Revenue)
5. It shall show the city tri-junction, all primary control and secondary control points, tertiary control points and topo details.
6. The topo details shall be represented using the approved symbol library. Legend of topo details and boundaries recorded should be exhibited.
7. Adjacency particulars to the city area shall be displayed.
8. List of all control points falling on the city area boundary with coordinates and location details should be furnished.

E. Ground Control Network

1. Primary control network sketch, which shall show all primary control points and details of their locations village wise. Unique identification no. will be given, and the code of the identification would be provided.
2. Secondary control network sketch for each village shall show primary control points and all secondary control points duly numbered. List showing the coordinates and locations of these points shall be furnished.
3. Description of tertiary and auxiliary control points along with coordinates should be furnished for each village, along with primary control point and secondary control point for each village.
4. For Post-Processed Vectors: All successful GPS observations, exported to RINEX format (softcopy)
5. For all adequately closed triangles: Network Adjustment results, observed closing

errors, error distribution value and estimated vector accuracy (hardcopy).

16.2 Profile of the Land Survey & Settlement Department and Department of Revenue Processing center at concerned headquarter:

1. Processing center shall be located at concerned headquarter. The Agency shall be responsible for providing all the equipment, furniture, UPS etc., required for the processing center.
2. The Land Survey & Settlement Department and Department of Revenue will make security arrangements as prescribed from time to time. Agency/(s) shall strictly abide by these conditions.
3. The center shall cater to the back office work required during the survey work like data entry of field registers etc.

16.3 Quality Control Procedures

1. Quality is a key element of this contract. Many tasks will require the production of a large number of data items with few errors tolerated. To achieve the desired level of quality, all work shall be performed within a quality system that complies with ANSI/ISO/ASQC 9001- 2000.
2. The Land Survey & Settlement Department and Department of Revenue reserves the right to test all the deliverables themselves or by an independent third-party agency (the cost to be borne by the Bidder) appointed by the Land Survey & Settlement Department and Department of Revenue. This will be done concurrently along with the photo acquisition, to ensure that the images comply with the requirements. Besides this, the Agency shall make the additions and corrections necessary.
3. The agencies should create standard Quality Control procedures and checks, approved by the Land Survey & Settlement Department and Department of Revenue. All the deliverables need to clear these checks.

16.4 Implementation Schedule Guidelines

In case there is a delay of more than 10 days at any milestone, mentioned

in the detailed plan, the Authority reserves the right to terminate the contract and bidder would forfeit the performance guarantee. Without prejudice to this right, the agency shall be liable to pay penalty for such delay in accordance with provisions of this RFP. In such a case, the Authority reserves the right to make alternate arrangements for executing the project.

16.5 Ground Survey Methodology

Daman District:

S. No	Milestone	Time for Completion
1.	Micro Pilot Project 01 Village as nominated by the District / UT Administration	T0 + 04 weeks
2.	Establishment of Ground Control Network	T0 + 02 Weeks
3.	Ground Survey/ Creation of Land Survey Spatial Database and all other deliverables	T0 + 05 Weeks
	3.1. Villages 1-7	T0 + 08weeks
	3.2 Villages 8- 15	T0 + 11weeks
	3.3Village 16– 23	T0 + 20weeks
	3.4Daman Municipal Area	T0+24 Weeks
4.	Execution of the project, downloading of the data,training, formal functioning of the project and final acceptance by the department digitalization of records, resolution of inconsistencies with SVAMITVA and ODP Resolution of objections and suggestions and other requisites of the RFP	T0 + 52Weeks

*Note: T0 is the date of detailed work order. The entire project shall be completed within a period of one year from the date of issue of the work order.

Diu District:

S. No	Milestone	Time for Completion
1.	Micro Pilot Project 01 Village as nominated by the District / UT Administration	T0 + 04 weeks
2.	Establishment of Ground Control Network	T0 + 02 Weeks
3.	Ground Survey/ Creation of Land Survey Spatial Database and all other deliverables	T0 + 05 Weeks
	3.1. Villages 1-2	T0 + 08 weeks
	3.2 Villages 3- 4	T0 + 10 weeks
	3.5 Diu Municipal Area	T0 + 12 Weeks
4.	Completion of system software for computerization of land records including data entry, validation, and acceptance of the software	T0 + 15 Weeks
5.	Execution of the project, downloading of the data, training, formal functioning of the project and final acceptance by the department, digitalization of records, resolution of inconsistencies with SVAMITVA and ODP, Resolution of objections and suggestions and other requisites of the RFP	T0 + 34 Weeks

*Note: T0 is the date of detailed work order. The entire project shall be completed within a period of 08 months from the date of issue of the work order.

Annexure-I.

[Date]

To,

Department of Land Survey and

Settlement,

Office of the Enquiry

Officer,

City Survey, Collectorate,

Dholar, Moti Daman

Daman-396220.

Ref: Request for Proposal– “Resurvey of the land in rural and city and town areas in Daman and Diu Districts and updation of land Records of Mamlatdar and Enquiry Officer City Survey Office, Design and implementation of a complete integrated software system with front end and back end, data digitization, validation, verification and implementation”.

Dear Sir/ Madam,

I/we have examined the RFP, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to provide the professional services as required and outlined in the RFP for this project and to meet such requirements and provide such services as set out in the RFP.

I/We attach hereto the technical response as required by the RFP, which constitutes our proposal.

I/We undertake, if our proposal is accepted, to adhere to the implementation plan put forward in RFP or such adjusted plan as may subsequently be mutually agreed between us and or its appointed representatives.

If our proposal is accepted, I/we will obtain a Performance Guarantee in the format prescribed in the RFP document issued by a nationalized/ scheduled commercial bank in India, for a sum of 5% of the contract value for the due performance of the agreement.

I/We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal Agreement is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding agreement between us and the Authority.

I/We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to the Authority is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part as to any material fact. I/We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/services specified in the tender response. It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

IF CONSORTIUM INCLUDE

Details of Consortium Members:

1. Name of Lead Member of Consortium:
2. Names of the other members of consortium.
3. Tasks to be performed by each member.

Name of Consortium Member	Task to be Performed by Member	Share of Consortium

Dated this Day of 2022

(Name & Signature)

Date:

(In the capacity of) duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Bidder)

Seal/Stamp of bidder

Seal and Stamp of Lead Member

Witness Signature:

Witness Name:

Witness Address:

Annexure- II

Certificate as to Authorised Signatories

I,....., the Company Secretary of,
certifythat..... who signed the Bid is authorized to do so and
bind the company by authority of its Board/ Governing Body.

(Name&Signature)

(Company Seal)

Date:

Annexure III:

Power of Attorney for Signing of Proposal (on Rs. 100 Stamp paper duly attested)

POWER OF ATTORNEY

Know all men by these presents, we ___(name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms.

_____ (name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for **the project** (Cite herein name of project) situated at, including signing and submission of all documents and providing information/responses to the in all matters in connection with our Proposal.

We hereby declare that all acts, deeds and things done by our said attorney pursuant to this Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the _____ Day of _____ 2022

For

(Name, Designation and Address)

Date:

Accepted by

(Name, Title and Address of the Attorney)

Date:

Note :

- 4. To be executed by the Lead Member in case of a Consortium.*
- 5. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the*

required procedure

- 6. Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 7. A certified copy of the appropriate resolution/ document conveying authority to the person signing this Power of Attorney shall be enclosed with the Power of Attorney.*

AnnexureIV.

Format for Power of Attorney for Lead Member of the Consortium (on Rs. 100 Stamp paper duly attested by Notary Public)

POWER OF ATTORNEY

Whereas, the Enquiry Officer, City Survey, Daman, UT of Dadra and Nagar Haveli and Daman ("The UT Administration") has invited proposals from qualified Applicants for taking **"Resurvey of the land in rural and city and town areas in Daman and Diu Districts and updation of land Records of Mamlatdar and Enquiry Officer City Survey Office, Design and implementation of a complete integrated software system with front end and back end, data digitization, validation, verification and implementation"**.

Whereas, _____, _____ and _____ (collectively the "Consortium") being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at, M/s. _____, _____ having our registered office at _____ having our registered office at _____, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate constitute, appoint and authorize M/s _____, having its registered office at _____, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub delegate) to conduct all business for and on behalf of the

Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Survey Agency or any person, in all matters in connection with or relating to or arising out of the Consortium's bid for the Project and/ or upon award thereof till the Contract Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS

POWER OF ATTORNEY ON THIS _____ DAY OF _____ 2022.

For _____ (Name & Title)

For _____ (Name & Title)

For _____ (Name & Title) Witnesses:

1.

2.

(Executants)

(To be executed by all the Members of the Consortium) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure V:

Undertaking from the agency

(To be submitted in Technical Bid)

The information furnished by me/us is true to the best of my/our knowledge and belief. In case of any discrepancy is noticed, I understand that my/ our offer will be rejected and assignment is cancelled.

I/ we will also inform the Authority if any changes are made in future in the organization/ firm, from time to time.

I/ we understand clearly that the selection of Bidders for above assignment shall be at entire discretion of the Authority and will be based on the professional competence, previous experience, and resources available with the firm to deal with the project.

I/ we have thoroughly gone through the entire tender document, have acquainted ourselves regarding all the instructions, conditions, special conditions, terms of reference and have quoted our lump sum offer accordingly.

I/ we have submitted our Technical as well as Financial proposal according to the manner prescribed and we understand that I/we will be responsible for any discrepancy in the manner as well as contents of our submission of offer.

I/we understand that any discrepancies/ errors/ omissions in the manner and contents of our submission of offer will effect rejection of our offer and I/ we will not have any claim against the same.

I/ we understand that the decision of the Authority in the respect of award of contract shall be final and binding on me/ us.

Certified copies of all relevant certificates are enclosed in the prescribed manner and prescribed order with the document in envelope no. 1

Date: (Authorized Signatory)

Place

Annexure VI:

Technical Bid Format

Organizational Profile

Sl. No.	Particulars	Detailed Information
1.	Name of the Organization (Details of all members in case of consortium)	
2.	Physical Address of the Organization	
3.	Organizational Goals and Objectives	
4.	Details of Head of Organisation/ Authorized person and contact details (Lead member in case of Consortium)	Name of the Contact Person: Position: Phone No.: Mobile No. Email ID:
5.	Date of Establishment (Details of all members in case of Consortium)	
6.	Registration Number, Date of Registration and relevant registration Authority (Details of all members in case of Consortium)	Provide details and name of the uploaded file & page no.in which relevant documentary proof is included
7.	PAN Registration Number and Date (Details of all members in case of Consortium)	Provide details and name of the uploaded file & page no.in which relevant documentary proof is included
8.	80G/12A/FCRA Registration details (if available) (Details	Provide details and name of the uploaded file & page no.in which relevant documentary proof is

Sl. No.	Particulars	Detailed Information
	of all members in case of Consortium)	included
9.	Main areas of specialization	
10.	Number of professional full-time staff (core and project) working in the organization.	Number of Management Staff: Number of Project Staff: Number of Technical Staff: Other Supportive Staff: Total number of employees
15.	Does the organization have ISO 27001:2013. If yes, please upload. (For all members in case of Consortium)	Provide details and name of the uploaded file & page no.in which relevant documentary proof is included
16.	Does the organisation have ISO 9001:2008 / COPC 2014. If yes, please upload. (For all members in case of Consortium)	Provide details and name of the uploaded file & page no.in which relevant documentary proof is included
17.	Total work experience of working on similar projects (name and number of completed or ongoing projects) (Lead member in case of Consortium)	Please attach pages in case of insufficient space and Provide details and name of the uploaded file & page no.in which relevant documentary proof is included
18.	Number of projects implemented for Government of India/ State Government (For all members in case of	

Sl. No.	Particulars	Detailed Information
	Consortium)	
19.	Number of months of experience working on projects for Government of India / State Government / Govt. agencies (For all members in case of Consortium)	
23.	Name and Number of districts where organization has done similar projects	

Organizational Strength (Lead Member in case of Consortium)

S. No.	Role of staff members/ Experience	Number of Staff Members
1	Project Manager	
2	GIS& AUTO CAD Expert	
3	IT Expert	
4	Surveyor	
	TOTAL	

Description of Annual Financial turnover/Financial Receipts for the last three years.(Lead Member in case of Consortium)

S. No.	Financial Year	Annual Turnover in INR
1.	FY 2021-22	

2.	FY 2019-20	
3.	FY 2018-19	
4.	FY 2017-18	
5.	Average Annual Turnover of 3 years of these 4 years	
Provide details and name of the uploaded file & page no.in which relevant documentary proof is included		

Details of Similar Projects (last 3 years)

S. No.	Year of Initiation	Name of the Project	Name of Authority for the Project	Duration	Key Project Activities	Area served in Sq Km	Total project value (in Rs.)
Provide details and name of the uploaded file & page no.in which relevant documentary proof is included							

Additional documents to Upload

1. Profile of organization ((Details of all members in case of Consortium))
2. Profile of the CEO / Head of organization (Details of all members in case of Consortium)

Annexure VII:

Financial Proposal Format

(To be filled online only)

Tender Inviting Authority	The Enquiry Officer, City Survey, Collectorate, Daman
Nature of Work	Resurvey of the land in rural, city and town areas in Daman and Diu Districts .

Bid for Revenue Resurvey thereof

Part 1:*

Daman District

Sr. No.	Particulars	Amount per sq. km.	Tentative Area	Total Amount in Rs. in words
1.	Bid for revenue survey		55.73	
2.	Bid for City Survey		2.27	
Total				A:-

Diu District:

Sr. No.	Particulars	Amount per sq. km.	Tentative Area	Total Amount in Rs. in words
1.	Bid for revenue survey		25.56	
2.	Bid for City Survey		11.30	
Total				B:-

Total combined cost for the resurvey in Daman & Diu: A+B= C

This amount C shall be the bid amount

Note: *Rate to be quoted inclusive of GST and all other costs for **Resurvey of the land in rural, city and town areas in Daman and Diu Districts** and BOQ to be submitted online at ddtender.gov.in only.

* * The cost for Operation and maintenance of the software and others, as mentioned in part 2, will not be considered while evaluating the Financial Bid. The payment of respective districts shall be made by respective authorities only

Annexure VIII:

Specifications Related to Bhunaksha

All the specifications related to Bhunaksha are available on [Bhu-Naksha \(Indian Cadastral Mapping Solution\) \(bhunaksha.nic.in\)](http://bhunaksha.nic.in) which shall be treated as a part and parcel of this RFP.

Bidders are required to pay particular attention to following documents.

[Bhunaksha 3.0 User Guide](#)

[Layer Styling Requirements](#)

[Shape file naming & Layer Codes \(MP Model\)](#)

[Acceptance Certificate](#)

[Digitization Guidelines](#)

[SRS](#)

Annexure IX:

Revenue Rules and Laws Applicable in the District of Daman

1. The Goa Daman & Diu Land Revenue Code, 1968 :-

https://drive.google.com/file/d/1olf67g_Z8zChY4b3NU10XwBj17Aq2iWe/view?usp=sharing

2. The Goa Daman & Diu Land Revenue Rules, 1969 :-

https://drive.google.com/file/d/16uFYD2K4QgwAtyCtgpwnKK_corJcbwzf/view?usp=sharing

3. The Daman (Abolition of Proprietorship of village Regulation, 1969:-

<https://drive.google.com/file/d/1k13JDK-cZMYFQCJdO2YxCjcE9IxBMDqy/view?usp=sharing>

4. The Goa Daman & Diu (Land Disposal Rules), 1971 :-

<https://drive.google.com/file/d/105MfQHRVewcnV0oyVsGTsNgNHGzjTZ0K/view?usp=sharing>

Annexure X:

Format Resume for Project Team Members

S.No.	Item	Details		
1.	Name			
2.	Specify role to be played in the project & whether 'prime' or 'alternate'			
3.	Current job title			
4.	Experience in yrs. (Provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)			
5.	Name of Organization	From	To	Designation/ Responsibilities
6.				
7.				
8.	Number of years with the Current Organization			
9.	Current job responsibilities			
10.	Summary of professional / domain Experience			
11.	Skill sets			
12.	Highlights of assignments handled			
13.	Educational Background, Training / Certification including institutions, % of marks, specialization areas etc.			
14.	Degree (including subjects)	Year of Award of Degree	University	% of marks
15.				

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member

Date:

Signature of Authorized

Signatory Date:

Company Seal:

Annexure XI:

Request for Clarification

Bidders requiring specific points of clarification may communicate with the Enquiry Officer, City Survey during the specified period using the following format.

BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone, fax and email
			Tel:
			Fax:
			Email:
S. No.	Bidding Document Reference(s) (section number/page)	Content of RFP requiring Clarification	Points of clarification Required
1.			
2.			

[Date]

[Type here]

Annexure XII: Performance Guarantee

To

**Department of Land Survey and Settlement,
Office of the Enquiry Officer,
City Survey,(Name of the District)
Administration of Dadra & Nagar Haveli and Daman & Diu**

Dear Sir/ Ma'am,

Ref: Request for Proposal (RFP):“Resurvey of the land in rural and city and town areas in Daman and Diu Districts and updation of land Records of Mamlatdar and Enquiry Officer City Survey Office, Design and implementation of a complete integrated software system with front end and back end, data digitization, validation, verification and implementation”.

Sub: PERFORMANCE GUARANTEE

WHEREAS

M/s. (*name of bidder*), a company registered under the Companies Act, 1956, having its registered office at (*address of the bidder*), (hereinafter referred to as “*our constituent*”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into an agreement dated (*Herein after, referred to as “Agreement”*) with you Enquiry Officer, City Survey, (Name of the District), Administration of UT of Dadra and Nagar Haveli and Daman & Diu for the design and execution of the project. We are aware of the fact that as per the terms of the agreement, M/s. (*name of bidder*) is required to furnish an unconditional and irrevocable bank guarantee in your favor for an amount INR, and guarantee the due performance by our constituent as per the agreement and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach / default of the said agreement by our constituent. In consideration of the

[Type here]

fact that our constituent is our valued customer and the fact that he has entered into the said agreement with you, we, (*name and address of the bank*), have agreed to issue this *Performance Guarantee*.

Therefore, we (*name and address of the bank*) hereby unconditionally and irrevocably guarantee you asunder:

In the event of our constituent committing any breach/default of the said agreement, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of INR.....() without any demur.

Notwithstanding anything to the contrary, as contained in the said agreement, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said agreement, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Guarantee shall continue and hold good till the completion of the period of the project, "**Project name**", subject to the terms and conditions in the said Agreement.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Agreement until the completion of the Project for the total solution as per said Agreement.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights to pursue legal remedies against U.T Administration.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of

[Type here]

this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the agreement is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.

This Performance Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to INR.....(Rupees.....) and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Agreement, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

Our liability under this Performance Guarantee shall not exceed INR.....

[Type here]

(Rupees.....);

This Performance Guarantee shall be valid only up to the completion of the period of project for the Total Solution as per agreement; and

We are liable to pay the guaranteed amount or part thereof under this Performance Guarantee only and only if we receive a written claim or demand on or before (Date) (or as extended by the Authority.)

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated this.....Day..... Year.

Yours faithfully,

For and on behalf of the Bank,

(Signature)

Designation

(Address of the

Bank) Note:

This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.

[Type here]

નોટીસ

જિલ્લો :- દમણ

મોજે :- જામ્પોર

સરવે નંબર :-

ખાતેદાર નામ :-

Land Owner Name:

ખાતા નંબર :-

Khata Number:

District : DAMAN

Village : JAMPORE

Survey Number :

સરકારની ધારા ડી.આઇ.એલ.આર.એમ.પી ઓફીસ અવધે ઉપરોમ ગામની પુનઃ મોજણી (રી-સરવે) હાથ ધરવામાં આવી છે, જે માટે એજાસી નીમેલ છે. જે ઠી જામ્પોર ગામના ઉપરોમ સરવે નંબરના નકશા આ સાથે સામેલ છે.

આથી આ નોટીસથી આપરની જણાવવાનું કે સદર માપણીનો નકશો આખરી થનાર છે. આ માપણી અંગે આપરની કોઈ રજુ આત હશે તો િદન-૧૦મા નીચે જણાવેલ તૃથળે લગતા વળગતા દૃતાવેજ પુરાવા સાથે સરવે કાયાલયમા લેખીતમાં વાંધો નોધાવવાનો રહેશે.

આ નોટીસ રી-સરવે ના નકશા બાબતે છે, જેનાથી માલીકી હાથ દૃથાપીત થતો નથી કે કબજો ધારથી છે તે દૃથાપીત થતુ નથી. જે બાબત જાણને લેવાની રહેશે. આ નોટીસ માત્ર વાંધો હોય, તો તે પુસ્તી જ છે જે જાણને લેવાની રહેશે.

આજે તારીખ-----ના રોજ પાઠવવામાં આવી.

A re-survey of the above village has been conducted by Govt. under the DILRMP programme, for which agency has been appointed. So the above survey number maps of **Jampore** village are enclosed herewith

Hence, this notice informs you that the above measurement map is about to be finalized. If you have any objection regarding this measurement/map, you have to submit your objection in writing to the survey office within 10 days with the relevant documentary evidence related to the survey number mentioned below.

This notice is in respect of a re-survey map, which does not establish ownership nor establish possession. This has to be taken into consideration. This notice is a mere objection, it is sufficient to take notice.

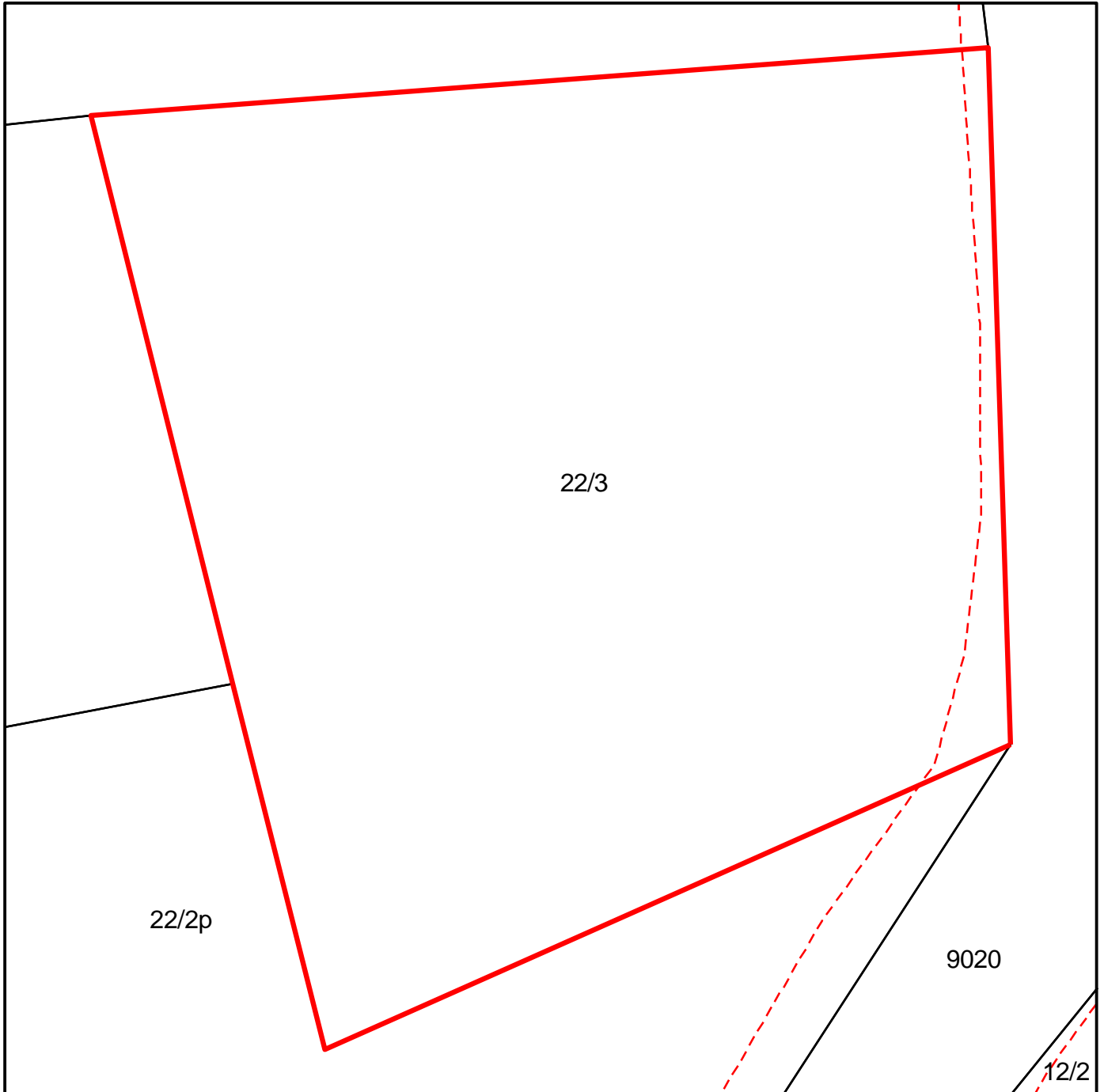
Date :

સીટી સરવે ઓફીસર/City Survey Officer
દમણ / Daman

Land Parcel Map (LPM)

District : **DAMAN**


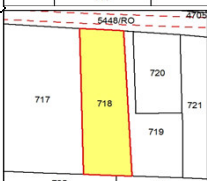
Village : **Jampore**



1 cm = 2 meters

Chalta Number - 96	Area - 1/14 0.0900	City Survey Office UT Administration of Daman & Diu & Dadra Nagar Haveli
Survey Number - 22/3	Area - Spot: 0.0905	Prepared by - AGENCY NAME

મુલ્ય નોંધ - Main Register

Village:			Taluka:					District:							
Sr. No.	New Survey No.	Hissa (Part) No.	Area (Hec-are-sq.mt.)				Assessment Value (Rs.Ps.)	Land Type (Land Use)	Type of Land Tenure	Land Holder's name as per VF 1/14	Other Rights/ Liabilities	Old Survey No.		Remarks	Map/skatch in 3x3 inch size
			Total Area	Waste Land Code	Waste Land area	Agri. code						Agri. Area	Block No.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				1	Road	1	Jarayat								
				2	Industries	2	Bagayat								
				3	Residential	3	Kyari								
				4	Commercial										
				5	Canal										
				6	well										
				7	water stream										
				8	Others										
Sample															
1	720		1.2000	Road	0.0500	Jarayat	0.1350	10.00	Agriculture		Dharmesh Patel				
				Commecial	0.0050	Kyari	1.0000								
				Residential	0.0100										
2	718		1.0000	Well	0.0030	Kyari	0.8600	9.12	Agriculture		Mahendra Vanar				
				Road	0.0300	Bagayat	0.1000								
				Residential	0.0070										