

DIRECTOR LAND RECORDS AND SURVEYS, ODISHA,

BOARD OF REVENUE, (LR & S BRANCH), ODISHA, CUTTACK

(3rd Floor, Rajaswa Bhawan, Po – Chandinichowk, Cuttack-753002, Odisha)

RFP No.: XXXVIII - 01/2025 - 2971 /LR&S, Dated 16.06.2025.

Request for Proposal (RFP)

For hiring of technical manpower from specialized firms to strengthen the State Project Management Unit (SPMU) under the DILRMP (Digital India Land Records Modernization Programme) for pilot programme National Geospatial Knowledge based land survey of urban Habitations (NAKSHA)

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DISCLAIMER

All information contained in this Request for Proposal (RFP) provided/ clarified are in the good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though, adequate care has been taken in the presentation of this RFP document, the interested firms shall satisfy itself that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

The DLR&S, Odisha reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. The DLR&S, Odisha also reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the official website i.e. <https://boardodisha.nic.in/>

Information provided in this document or imparted to any respondent as part of RFP process is confidential to the Director Land Records and Survey, Odisha and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Bidder Data Sheet

Sl. No.	Particular	Details
1.	Name of the Office	Director Land Records and Surveys, Odisha,
2.	Method of Selection & Proposal Validity	Quality and Cost-Based Selection (QCBS) & 120 days
3.	Date of Issue of RFP	16.06.2025
4.	Pre-bid Meeting date time and venue	25.06.2025 at 11:00 AM in the Office Chamber of DLR&S, Odisha, Cuttack
5.	Last date of Submission of RFP	10.07.2025 by 5:00 PM
6.	Date and time for opening of Technical Proposal VENUE	11.07.2025 at 11:00 AM in the Conference Hall of Revenue & DM Department
7.	Date of opening of Financial Proposal	Financial proposal will be intimated to the technically qualified bidders well in advance.
8.	Address for Submission of Proposal	Director Land Records and Surveys, Odisha, Board of Revenue, (LR & S Branch), Odisha, Cuttack. 3 rd Floor, Rajaswa Bhawan, Po – Chandinichowk, Cuttack-753002, Odisha
9.	Bid Processing Fee (Non-Refundable)	Rs.5,000/- in shape of DD in favour of Director Land Records and Survey, Odisha Cuttack
10.	Earnest Money Deposit (EMD):	Rs.3.00 Lakh in shape of DD in favour of Director Land Records and Survey, Odisha Cuttack
11.	Performance Bank Guarantee	Amount equivalent to 5% of the contract value

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Director Land Records and Survey

SECTION: 1
LETTER OF INVITATION

RFP No.: XXXVIII - 01/2025 - 2971/LR&S, Dated 16.06.2025.

Name of the Assignment:

HIRING OF TECHNICAL MANPOWER FROM SPECIALIZED FIRMS TO STRENGTHEN THE STATE PROJECT MANAGEMENT UNIT (SPMU) UNDER THE DILRMP (DIGITAL INDIA LAND RECORDS MODERNIZATION PROGRAMME) FOR PILOT PROGRAMME NATIONAL GEOSPATIAL KNOWLEDGE BASED LAND SURVEY OF URBAN HABITATIONS (NAKSHA)

Director Land Records and Surveys, Odisha invites Tender proposal from eligible bidder for hiring of technical manpower from specialized firms to strengthen the State Project Management Unit (SPMU) under the DILRMP (Digital India Land Records Modernization Programme) for pilot programme National Geospatial Knowledge based land survey of urban Habitations (NAKSHA)

More details on the proposed details are provided at Section-3: Terms of Reference (ToR) of this RFP Document.

1. A bidder will be selected under Quality Cost-Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No.37323, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
2. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 5,000/- (Rupees Five thousand only)** towards **Bid Processing Fee** in shape of DD in favour of **Director Land Records and Survey, Odisha Cuttack.**
3. The prospective bidders may send their queries in office email of DLR&S, Odisha i.e. **dlrs@nic.in** by **23.06.2025** which will be clarified in the pre-bid meeting to be held on **25.06.2025 at 11:30 AM in the Office chamber of the DLR&S, Odisha, Cuttack.**
3. The last date and time for submission of proposal complete in all respects is **10.07.2025 by 05:00 PM.** In the event of the specified date of Bid opening being declared a holiday, the Proposals will be opened at the appointed time and location on the next working day.
4. This RFP includes following sections:
 - a. Letter of Invitation [Section -1]
 - b. Information to the Bidder [Section -2]
 - c. Terms of Reference [Section -3]
 - d. Technical Proposal Submission Forms [Section -4]
 - e. Financial Proposal Submission Forms [Section -5]
 - f. Annexure [Bid Submission Checklist Format and any other relevant assignment related material needs to be provided]
5. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the DLR&S's knowledge, the DLR&S holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The DLR&S reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.


Director Land Records and Survey

SECTION-2

(INFORMATION TO THE BIDDER)

1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Supportive Documents
i.	Bidder must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Certificate of Incorporation/ Registration/ Any valid legal document in support of formation of the entity
ii.	<p>The bidder should have more than five year of experience in desired field.</p> <p>The bidder should have experience in providing a minimum of 25 persons in a single contract towards requisite manpower services (Technical) in Central / State Government Organizations / Government funded Autonomous Bodies / Big Corporate Houses</p> <p>The bidder should also have experience of providing training/ capacity building for projects of Central / State Government Organizations / Government funded Autonomous Bodies/ Big Corporate Houses</p>	Proof regarding requisite experience. The Bidder is required to submit proof of engagement such as Work Order/Engagement Letter / Completion Certificate / LoA etc.
iii.	The bidder should also have sufficient no. of technical manpower in the field of GIS, Surveyors, IT and ITES professional for GIS work in their roll to meet the technical manpower requirements in time.	List of technical manpower with proof such as PF deposit slip or bank transfer of their salary of last 3 months.(TECH – 6)
iv.	The Average financial turnover must be Rs. 4 Cr or above during the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).	Financial Details of the bidder (TECH - 3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.
v.	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the DLR&S, Odisha.	Self Declaration from the Bidder as per the format (TECH - 7)

2. Documents/ Formats needed to be submitted along with TECHNICAL PROPOSAL:

The bidder has to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original(**Annexure-I**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- EMD.
- Copy of Certificate of Incorporation/ Registration/any valid document in support of the formation of the entity.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of EPF/ESI registration certificate, if applicable
- Proof regarding experience of bidder i.e.
 - Proof of Engagement such as Work Order/ Engagement Letter /Completion Certificate / LoA etc.
 - List of technical manpower with proof like PF deposit slip or bank transfer of their salary of last 3 months.(**TECH-6**)
- Bio-data with proof of qualification and requisite experience of followings
 - (a)Project Coordinator-01
 - (b) Expert (Land Administration)-01
 - (c) Manager (Geospatial Technology)-02
 - (d) Programmer (MIS & GIS Developer)-01
 - (e) GIS Technical Expert-02
 - (f) Remote Sensing Analyst-01
 - (g) Data Entry Operator-01
 - (h) GIS Surveyors-40
- Copies of IT Return for the last 3 assessment years (FY 2021-22 to 2023-24).
- Audited certified financial statements for the last **3 FYs** (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Bidder is requested to submit the **GST return** for last **3 financial years**.
- General Details of the Bidder (**TECH – 2**).
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Organizations.
- Undertaking/ Affidavit regarding for not being Bankrupt or in the process of being declared insolvent/ Bankrupt (**ANNEXURE-III**).
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past (**ANNEXURE-II**).
- Self Declaration regarding Conflict of Interest (**TECH -7**).


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Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5000** in shape of DD in favour of **Director Land Records and Survey, Odisha Cuttack**. Proposal received without bid processing fee will be outrightly rejected.

4. Earnest Money Deposit:

The bidder must submit the EMD of **Rs.3.00 Lakh** only in shape of DD drawn in any nationalized bank in favour of **Director, Land Records and Surveys, Odisha, Cuttack**. The EMD of unsuccessful bidders shall be refunded except successful ones without any interest thereof after awarding of contract. However, EMD of successful bidder will be converted into Performance Guarantee and will be returned.

The EMD amount shall be forfeited in the following cases:

- If the bidder withdraws or modifies the bid during its validity;
- If the successful bidder fails to sign the contract or furnish the required Performance Security within the prescribed time;
- If any false or misleading information is submitted in the bid.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **120 Days** from the date of opening of the technical proposal. The DLR&S, Odisha reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period.

6. Submission of Proposal:

Bidder must submit their proposals by **Regd. /Speed Post only** on or before **10.07.2025 by 05:00 PM**. The proposal must have to be submitted in two parts. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The **Director Land Records and Surveys, Odisha** will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the **Director Land Records and Surveys, Odisha**.

The procedure for submission of the proposal is Regd./Speed Post only in the following manner:

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two parts along with the prescribed formats/information mentioned in the RFP Document.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be

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out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

7. Opening of the proposal:

The FIRST packet containing **TECHNICAL PROPOSAL** will be opened by the Committee to evaluate the proposals submitted by bidders.

The SECOND packet containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

8. Evaluation of Proposal:

A three stage evaluation process will be conducted as explained below for evaluation of the proposals:

i. Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original(**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- Bid EMD
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of EPF/ESI registration certificate, if applicable
- Proof regarding experience of bidder i.e.
 - (a) Proof of Engagement such as Work Order/ Engagement Letter /Completion Certificate / LoA etc.
 - (b) List of technical manpower with proof like PF deposit slip or bank transfer of their salary of last 3 months(**TECH-6**).
- Bio-data with proof of qualification and requisite experience of followings(At least 4 candidates from each post will be offered by the Agency, who will be evaluated by the Committee))
 - (a) Project Coordinator-01
 - (b) Expert (Land Administration)-01
 - (c) Manager (Geospatial Technology)-02
 - (d) Programmer (MIS & GIS Developer)-01
 - (e) Remote Sensing Analyst-01
 - (f) Data Entry Operator-01
 - (g) GIS Technical Expert-02
 - (h) GIS Surveyor-40
- Copies of IT Return for the last 3 assessment years. (FY 2021-22,2022-23,2023-24).
- General Details of the Bidder (**TECH –2**).

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- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- Power of Attorney (**TECH – 4**), if any in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, (**TECH-5**) along with copies of contracts / work orders / completion certificate from previous Organisations.
- Self-Declaration on Conflict of Interest (**TECH -7**).
- Undertaking/ Affidavit regarding for not being Bankrupt or in the process of being declared insolvent/ Bankrupt (**ANNEXURE-III**).
- Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the last 05 years (**ANNEXURE-II**).
- Duly filled in Technical Proposal Forms (**TECH - 8 to 9**).
- All the pages of the proposal and enclosures/attachments are to be signed by the authorized representative of the bidder.

****NB: Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the DLR&S, Odisha's authority.***

ii. **Technical Evaluation (2nd Stage):**

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary screening of required documents. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Table-A

Sl No	Main Criteria & Weights out of Total 100 marks	Sub-Criteria	Marks
1.	<p>The bidder should have more than five year of experience in desired field.</p> <p>The bidder should have experience in providing a minimum of 25 persons in a single contract towards manpower services (Technical) in Central / State Government Organizations/ Government funded Autonomous Bodies /Big corporate houses.</p> <p>The bidder should also have experience of providing training/ capacity building for projects of Central / State Government Organizations / Government funded Autonomous Bodies</p>	<p>Minimum 5 years of experience from the date of incorporation on the last date of submission of proposals: 5 marks and 1 mark for each additional year subject to a maximum of 5 marks.</p> <p>Experience of providing a minimum of 25 Persons towards Manpower supply services in a single large project in infrastructure sector in infrastructure sector in India.</p> <p>Atleast 2 projects – 2 marks and 1 mark for each additional projects subject to maximum of 3 marks.</p>	15
2.	The bidder should also have sufficient no. of technical manpower in the field of GIS, Surveyors, IT and ITES	No. of Technical Manpower in their own Pay Roll in the field of GIS, Surveyors, IT and ITES	5

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	professional for GIS work in their roll to meet the technical manpower requirements in time	professional for GIS work. 25 – 50 manpower:2 marks 50 – 75 manpower: 1.5 marks More than 75 manpower: 1.5 marks	
3	Average Turnover	Average turnover Rs. 4 Cr. During the last 3 financial years = 5 marks and 01 marks for each additional turnover worth Rs 1 Cr subject to maximum of 5 marks	10
4	Competency of Project Coordinator	As Per Table - B	10
5	Competency of Expert (Land Administration)	As Per Table - B	10
6	Competency of Manager (Geospatial Technology)	As Per Table - B	10
7	Competency of Programmer (MIS & GIS Developer)	As Per Table - B	10
8	Competency of GIS Technical Expert	As Per Table - B	10
9	Competency of GIS Surveyor	As Per Table - B	8
10	Competency of Remote Sensing Analyst	As Per Table - B	8
11	Competency of Data Entry Operator	As Per Table - B	4
	Total		100

Table-B

Sl. No.	Position	Minimum Educational Qualification	Desirable Qualification	Score sheet	Field Experience
1	Project Coordinator or	Master's degree in Engineering/Business Administration/ Development Studies/ Social Work, or a Bachelor's degree in Engineering/ Science, or related fields.		Bachelor's degree in Engineering/ Science, or related fields-2 Marks Master's degree in Engineering/Business Administration/ Development Studies/ Social Work -2 Marks	(i) A minimum of 5 years' experience in implementing and coordinating projects related to Central/State Government programs or public/private sector schemes. (ii) Proven track record in data analysis, project management and coordination, demonstrating

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				Field Experience of 5 years - 2 marks	effective leadership and problem-solving skills in achieving project objectives and ensuring smooth programme operations.
				Field experience of 5 -10 years - 2 marks	
				Field experience of more than 10 years - 2 marks	
2	Expert (Land Administration)	Retired Civil Service Officers Minimum Last salary Grade Pay @ Rs.7600/- and above (as per 6 th pay commission scale)		Minimum last Grade pay @ Rs. 7600 / - 02 Marks	Retired Civil Service Officers Minimum Last salary Grade Pay @ Rs.7600/- and above (as per 6 th pay commission scale) with a minimum of 10 years of experience in Land Administration-Revenue, Survey & Settlement, Consolidation, Odisha Land Reforms etc.
				Minimum last Grade pay above @ Rs. 7600 / - 02 Marks	
				10 years of experience-02 Marks	
				10-15 years of experience -02 Marks	
				More than 15 years of experience-02 Marks	
3	Manager (Geospatial Technology)	Bachelor's degree in Engineering/ Technology from a recognised University or Institute in a relevant field such as Civil Engineering, Computer Science, Geomatics Engineering, or related disciplines.	M.Tech/ M.Sc. or higher degree in Geography/ GIS/Environmental Science/ Computer Science, or a related field.	Bachelor's degree in Engineering/ Technology-02 Marks	At least 5 years of experience in managing and execution of GIS-related projects.
				M.Tech/ M.Scin Geography/ GIS/Environmental Science/ Computer Science, or a related field-02 Marks	Proficiency in utilising GIS software such as ArcGIS, QGIS and other relevant tools for spatial data processing, mapping and database management.
				5 years of experience-02 Marks	
				5-10 years of experience -02 Marks	

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				More than 10 years of experience-02 Marks	
4	Programmer (MIS & GIS Developer)	Bachelor's degree (B.Tech) in Computer Science/ Information Technology	Master Degree in Computer Science/ Information Technology	Bachelor's degree(B.Tech)-02 Marks Master's degree(M Tech)-02 Mark 05 years of experience-02 Marks 5-10 years of experience-02 Marks More than 10 years of experience-02 Marks	Minimum of 5 years' experience in database administration, encompassing database design, implementation, optimisation and maintenance. Proficiency in GIS-based software tool development, with a track record of designing and deploying solutions to meet project requirements.
5	GIS Technical Expert	Bachelor's degree in Engineering	Master's in Computer Applications/ Geo informatics or relevant fields.	Bachelor's degree in Engineering-02 Marks Master's in Computer Applications/ Geo informatics or relevant fields -02 Marks 5 years of experience-02 Marks 5-10 years of experience-02 Marks More than 10 years of experience-02 Marks	(i) Demonstrated proficiency in designing, developing and implementing GIS solutions to meet project requirements and objectives. (ii) A minimum of 5 years of experience in the development of GIS-based software tools is preferred.
6	Remote Sensing Analyst	Bachelor's degree	Master's in Computer Applications/ Geo-	Bachelor's degree in Engineering-02 Marks	• A minimum of 5 years of experience in the maintaining High

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		in Engineering	informatics or relevant fields.	Master's in Computer Applications/ Geo informatics or relevant fields -02 Marks 5 years of experience-02 Marks More than 5 years of experience-02 Marks	Resolution Satellite Imageries and software tools like ERDAS Imagine, LPS, QGIS, ArcGIS is preferred. • Demonstrated proficiency in Ortho rectification, mosaicking, analysis using satellite data to meet project requirements and objectives.
7	Data Entry Operator	Bachelor's degree in any stream with basic computer knowledge.	DCA/PGDCA/ Equivalent Course	Bachelor's degree -01 Mark DCA/PGDCA/Equivalent Course-01 Mark 2 years of experience-01 Mark More than 2 years of experience-01 Mark	Minimum of 2 years of experience and proficient typing skills are preferred.
8	GIS Surveyor	Diploma/Bachelor Degree in Science with Specialized course on GIS, remote sensing, and ground trothing Higher Degree in Engineering above Diploma will be treated as Science Graduate		Diploma -02 Marks Bachelor Degree in Science - 02 Marks 2-5 years of experience- 02 Marks More than 5 years of experience- 02 Marks	2+ years of experience in GIS, remote sensing, and ground truthing; experience with field data collection and accuracy assessment is essential.

***N.B - In case of more than one position average value shall be taken into consideration.**

While evaluating CV, only relevant experience will be counted.

Based on the evaluation of the technical bids, the bidders shall be ranked highest to lowest Technical Score (ST) in accordance with the total marks obtained. The bidders with technical bid score of minimum technical bid score of above 70% will be considered technically qualified for further process.

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As an example, the following procedure can be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 70 (Seventy) and the weightage of the technical bids and financial bids was kept as 80:20 (Eighty: Twenty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 70 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 70 thus; all the three proposals were found technically suitable by using the formula

$$ST = (100 * T / T_{high}),$$

Where ST= Technical Score

T_{high} = Highest technical score secured by the qualified bidder

T = Technical score of the proposal under consideration

The following technical points are awarded by the evaluation committee:

$$A: 100 * (70/90) = 77.77 \text{ points}$$

$$B: 100 * (80/90) = 88.88 \text{ points}$$

$$C: 100 * (90/90) = 100 \text{ points}$$

iii. **Financial Evaluation (3rd Stage):**

The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The price bids of technically qualified bidders will only be opened for financial evaluation. The name of the bidder along with the quoted financial price will be announced during the meeting.

The maximum financial score shall be: 100

The formula for determining Financial Score is $SF = 100 * F_1 / F_e$

Where, SF means the financial score

F_1 means lowest price offered

F_e means the total price offered by the bidder under consideration

The specific weights to be assigned to the technical & financial proposal shall be:

Weightage Technical (WT) = 0.80 & Weightage financial (WF) = 0.20 respectively.

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The successful bidder shall be the bidder scoring the highest score. The score shall be determined using the following formula:

$$\text{Total score obtained} = (\text{ST} * \text{WT}) + (\text{SF} * \text{WF})$$

9. Evaluation Process: In Quality and Cost Based Selection method (QCBS)

The minimum qualifying marks (70 out of maximum 100 marks) as a benchmark for quality of the technical proposal is prescribed and indicated in the RFP along with a scheme for allotting marks for various technical criteria/attributes.

During evaluation quality score is assigned out of the maximum 100 marks to each of the responsive bids as per the scheme laid out in the RFP. Financial proposal are then opened for only eligible and responsive offers and are also given a cost-score based on relative ranking of prices, with 100 for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighting the quality and cost scores and adding them.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The EC (Evaluation Committee) will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

10. Performance Security:

10.1 Submission of Performance Security: The bidder shall, within [15] days of the issue of the Letter of Acceptance or signing of the Agreement (whichever is earlier), furnish a Performance Security for an amount equal to 5% of the Contract Price in the form of a Bank Guarantee from a nationalized bank or any schedule commercial bank.

10.2 Validity of Performance Security: The Performance Security shall remain valid for a period of [60] days beyond the date of completion of all contractual obligations, including any warranty or maintenance obligations.

10.3 Forfeiture of Performance Security: The Authority shall have the right to forfeit the Performance Security, in full or in part, in the event of:

- Failure by the bidder to execute the Contract as per terms and conditions;
- Breach of any contractual obligations;
- Termination of the Contract due to default by the bidder.

10.4 Release of Performance Security: Subject to the satisfaction of all contractual obligations and completion of the defect liability period (if any), the Performance Security shall be released within [90] days of the issuance of the final acceptance certificate by the Authority.

10.5 No Interest Payable: No interest shall be payable on the Performance Security under any circumstances.

11. Award of Contract:

After completion of the tender process, the **Director Land Records and Survey, Odisha** will publish the result in the website of Board of Revenue. No individual intimation would be sent

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to the unsuccessful bidders. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for one year from the date of award of the contract and can be extended further if required subject to satisfactory performance.

12. Conflict of Interest:

Conflict of interest exists in the event of:

- i. Conflicting assignments, typically monitoring and evaluation/ environmental assessment of the same project by the eligible bidder;
- ii. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the DLR&S, Odisha directly or indirectly; and
- iii. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the DLR&S, Odisha as this would amount to their disqualification and breach of contract.

Bidders having conflict of interest will intimate Director Land Records and Surveys, Odisha in written. Any bidder unsure of having a conflict of interest must declare the full facts upfront to the Committee in its bid document. The decision of the Committee would be final in this regard.

13. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Director Land Records and Surveys, Odisha in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

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- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the DLR&S, Odisha shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

15. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the DLR&S, Odisha shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

16. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The DLR&S, Odisha shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction:

In the first instance, all disputes would be resolved through mutual dialogue.

In case this fails, in the second stage, the dispute would be raised in an arbitration proceeding before Additional Chief Secretary, Revenue & DM Department.

18. Governing Law and Penalty Clause:

The schedule given for deliverables is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the DLR&S, Odisha holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The DLR&S, Odisha may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the DLR&S, Odisha and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per 15 days subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

19. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the DLR&S, Odisha's antifraud and

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corruption policy. During the execution of the assignment except with prior written consent of the DLR&S, Odisha, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Agency will be held responsible in case of breach in confidentiality norms.

20. Amendment of the RFP Document:

At any time before the last date for submission of proposals, the DLR&S, Odisha may amend the RFP by issuing an addendum through <https://boardodisha.nic.in/> and by communicating over email.

Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the DLR&S, Odisha may, at its discretion, extend the deadline for the submission of the proposals.

21. DLR&S, Odisha 's right to accept any proposal, and to reject any or all proposal/s

The DLR&S, Odisha reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

22. Copyright, Patents and Other Proprietary Rights:

DLR&S, Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the DLR&S, Odisha's request, the Consultant shall take all necessary steps to submit them to the DLR&S, Odisha in compliance with the requirements of the contract.

23. Replacement of Key Personnel:

The key professionals to be deployed under this contract should have the requisite qualification as prescribed in the RFP and must be dedicated in nature. However, the DLR&S, Odisha reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within 7 days for review and approval. The Consultant must replace the personnel within 7 working days from the date of approval of replacement. If one or more personnel become unavailable / leave the project for any reason midway under the contract, the Consultancy firm must notify the DLR&S, Odisha at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the DLR&S, Odisha, the Consultancy firm shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the DLR&S, Odisha shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professional beyond the allowable limit of the contract (more than 1 resource irrespective of position leads to implication of liquidated damage of 1% of the contract value) for each such violation.

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24. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify DLR&S, Odisha in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the DLR&S, Odisha in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise DLR&S, Odisha in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, DLR&S, Odisha reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

25. Settlement of Dispute:

The DLR&S, Odisha and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.

However, disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by the sole arbitrator nominated by the Department.

26. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal is received in complete form.
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents /information
- A commercial bid submitted with assumptions or conditions.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ Fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/ electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain

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any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;

- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the DLR&S, Odisha during the overall section process.

SECTION: 3

TERMS OF REFERENCE (ToR)

1. ABOUT NAKSHAPROJECT:

The NAKSHA Project is a critical part of the DILRMP implementation and focuses on modernizing the urban land records management system in Odisha. The project aims to:

- a. Digitally map the urban land holdings and finalization of maps and Record of Rights.
- b. Use advanced technology (like GIS, GPS, Aerial technology, etc.) for accurate mapping and data management.
- c. Strengthen the state's urban land records system, improve accessibility, and ensure better management of land-related data.

2. STATE PROJECT MANAGEMENT UNIT (SPMU)

The SPMU is set up at the state level to oversee and manage the implementation of DILRMP and associated projects such as NAKSHA. The primary responsibilities of the SPMU include:

- a. Ensuring the successful execution of the project.
- b. Coordinating between central and state agencies.
- c. Providing technical and administrative support to district-level officials.
- d. Monitoring and evaluating the progress of land record digitization and modernization.
- e. Implementing policy guidelines and ensuring timely project completion.
- f. Other Miscellaneous activities as per need and requirement.

3. DIRECTOR, LAND RECORDS & SURVEY, ODISHA

The DLR&S, Odisha being the Nodal Officer for implementation of NAKSHA Programme in the State. The Revenue & DM Department is the Nodal Department for this programme and H & UD Department shall provide necessary assistance/support for inclusion of various urban attributes.

- a. Overseeing land record modernization initiatives at the state level.
- b. Managing and supporting district-level operations.
- c. Ensuring effective training of officials and capacity-building in new technologies related to land management.

4. SCOPE OF WORK:

The DLR&S, Odisha invites specialized firms or consultancy to provide

- I. Quality expert technical manpower for strengthening the State Project Management Unit (SPMU) and the Field Teams involved in the NAKSHA Project

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under the Digital India Land Records Modernization Programme (DILRMP).

- II. The selected service provider will be responsible for deploying qualified technical and subject matter experts at every level of the project, ensuring the successful execution and management of the NAKSHA Project.
- III. The service provider's role will include delivering skilled professionals with expertise in areas such as land-related matters, GIS, surveying, software development, data management, and project management to support the SPMU, DLR&S and field teams.
- IV. The provider will oversee the recruitment, management, and coordination of technical manpower, ensuring the efficient deployment of resources across the state and district levels, from the SPMU in the state capital to field teams in districts.
- V. The primary objective is to ensure that the right expertise is applied at each stage of the project to meet its goals and objectives, ensuring timely and effective implementation.

5. ELIGIBILITY OF BIDDER :

- The Bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in this RFP document. The Bidder must also possess the technical know-how and the financial availability that would be required to successfully provide the Services as the consulting agency to provide skilled manpower for GIS, IT and ITeS services.
- Bidder must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.
- The Bidder should have domain expertise in desired fields for more than 5 year in area of any PSU/Government / Big Corporate Houses project and should have worked for State or Central Government departments/ministries or with Government agencies.
- The bidder should have experience in providing a minimum of 25 persons in a single contract towards manpower services (Technical) in Central / State Government Organizations / Government funded Autonomous Bodies / Big Corporate Houses.
- The bidder should also have experience of providing training/ capacity building for projects of Central / State Government Organizations / Government funded Autonomous Bodies / Big Corporate Houses.

- The bidder should also have sufficient no. of technical manpower in the field of GIS, Surveyors, IT and ITES professional for GIS work in their role to meet the technical manpower requirements in time.

6. CATEGORIES OF MANPOWER AND NO. OF POSITION –

1. Project Coordinator-01
2. Expert (Land Administration)-01
3. Manager (Geospatial Technology)-02
4. Programmer (MIS & GIS Developer)-01
5. GIS Technical Expert-02
6. Remote Sensing Analyst-01
7. Data Entry operator-01
8. GIS Surveyor -40

7. TENURE – 1 year for SI No. 1 to 7 and 4 Months for SI No 8.

The tenure may be extended subject to satisfactory performance.

8. QUALIFICATION AND EXPERIENCE:

8.1 Project Coordinator-01 position

- Qualification: Master's degree in Engineering/Business Administration/ Development Studies/ Social Work, or a Bachelor's degree in Engineering/ Science, or related fields.
- Experience:
 - (i) A minimum of 5 years' experience in implementing and coordinating projects related to Central/State Government programs or public/private sector schemes.
 - (ii) Proven track record in data analysis, project management and coordination, demonstrating effective leadership and problem-solving skills in achieving project objectives and ensuring smooth programme operations.

8.2. Expert (Land Administration): 1 position

- Experience: Retired Civil Service Officers Minimum Last salary Grade Pay @ Rs.7600/- and above (as per 6th pay commission scale) with a minimum of 10 years of experience in Land Administration-Revenue, Survey & Settlement, Consolidation, Odisha Land Reforms etc.

8.3. Manager (Geospatial Technology)- 02 positions

- Qualification: Bachelor's degree in Engineering/ Technology from a recognised University or Institute in a relevant field such as Civil Engineering, Computer Science, Geomatics Engineering, or related disciplines.

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- Desirable Qualification : M.Tech / M.Sc. or higher degree in Geography/ GIS/Environmental Science/ Computer Science, or a related field.
- Experience: At least 5 years of experience in managing and execution of GIS-related projects. Proficiency in utilising GIS software such as ArcGIS, QGIS and other relevant tools for spatial data processing, mapping and database management.

8.4. Programmer (MIS & GIS Developer)-01 position

- Qualification: Bachelor's (B.Tech) in Computer Science/ Information Technology.
- Desirable Qualification : Master Degree in Computer Science/ Information Technology
- Experience: Minimum of 5 years' experience in database administration, encompassing database design, implementation, optimisation and maintenance. Proficiency in GIS-based software tool development, with a track record of designing and deploying solutions to meet project requirements.

8.5. GIS Technical Expert-02 positions

- Qualification: Bachelor's degree in Engineering
- Desirable Qualification: Master's in Computer Applications/ Geo informatics or relevant fields.
- Experience:
 - (i) Demonstrated proficiency in designing, developing and implementing GIS solutions to meet project requirements and objectives.
 - (ii) A minimum of 5 years of experience in the development of GIS-based software tools is preferred.

8.6. Remote Sensing Analyst-01 position

- Qualification: Bachelor's degree in Engineering
- Desirable Qualification: Master's in Computer Applications/ Geo informatics or relevant fields.
- Experience:
 - (i) Demonstrated proficiency in designing, developing and implementing GIS solutions to meet project requirements and objectives.
 - (ii) A minimum of 5 years of experience in the development of GIS-based software tools is preferred.

8.7 Data Entry Operator-01 position

- Qualification: Bachelor's degree in any stream with basic computer knowledge.
- Desirable Qualification: DCA/PGDCA/Equivalent Course
- Experience: Minimum of 2 years of experience and proficient typing skills are preferred.

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8.6. GIS Surveyor - 40 positions

- Qualification: Diploma/Bachelor Degree in Science with Specialized course on GIS, remote sensing, and ground truthing.
- Higher Degree in Engineering above Diploma will be treated as Science Graduate.
- Experience: 2+ years of experience in GIS, remote sensing, and ground truthing; experience with field data collection and accuracy assessment is essential.

9. TIMELINES, STAGES OF DELIVERABLES AND EXPECTED SCHEDULE FOR COMPLETING THE ASSIGNMENT.

Sl. No.	Description of Items	Corresponding time frame
1	Signing of Agreement with successful bidder	T1
2	Placing of the manpower with the DLR&S, Odisha	T2= T1 + 7 days
3	Induction of the engaged experts	T3= T2 + 2days
4	Start of work by the deployed experts at the DLR&S, Odisha	T4=T3 + 1day

10. Roles and Responsibilities of Stake holder DLR&S, Odisha & the Consultant

- a. DLR&S, Odisha
 - i. Timely signing of contract after approval
 - ii. Ensure release of funds as per approved timelines
- b. Consultancy Agency
 - i. Appointment & deployment of manpower as per the approved qualification as mentioned in the RFP.
 - ii. Provide techno-managerial support for effective management of consultants
 - iii. Ensure timely placement of consultants in case of replacement.
 - iv. Ensure timely submission of claims as per approved timelines along with the deliverables.

11. Review of the work of the Consultancy

The performance will be reviewed at the state level by the DLR&S, Odisha , on a monthly basis on a set of deliverables and payment will be done on basis of the set of deliverables .

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Section 4:
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Cuttack, Date]

To,

**Director Land Records and Surveys, Odisha,
Board of Revenue, (LR & S Branch), Odisha, Cuttack.
3rd Floor, Rajaswa Bhawan, Po – Chandinichowk,
Cuttack-753002, Odisha**

Subject: The hiring of technical manpower from specialized firms to strengthen the State Project Management Unit (SPMU) under the DILRMP (Digital India Land Records Modernization Programme) for pilot programme National Geospatial Knowledge based land survey of urban Habitations (NAKSHA).

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your RFP and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your DLR&S, Odisha shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organisation (General Details)

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel /mobile: Email id :	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4.	Registration / Incorporation Details Registration No: Date & Year. :	
5.	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6.	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7.	Earnest Money Deposit (EMD) Amount: DD No.: Date: Name of the Bank:	
8.	PAN Number	
9.	Goods and Services Tax Identification Number (GSTIN)	
10.	ESI/EPF Certificate Registration No , if applicable	
11.	Willing to carry out assignments as per the scope of work of the RFP	YES
12.	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [*In full and initial*]: _____
Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY- 2021-22	FY- 2022-2023	FY- 2023-24	Average
Turnover (in Lakh)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last 3 FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Bidder is requested to submit the GST return for last 3 financial years.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be submitted along with the technical proposal.</i></p>				

Signature and Seal of the Company/Organisation Auditor with Date in original

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification/ Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 3 No's completed assignments only of similar nature in any sector during last 3 years)**

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Organisation with contact person details	Contract Value (in INR) and Duration In Month	Date of Award / Commence ment of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list limited to <Nos>assignments of similar undertaken during the last 3 Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Organisation need to be furnished along with the above information signed by authorized representative of the consultancy agency.

TECH – 6

LIST OF AVAILABLE TECHNICAL MANPOWER

SI No	Designation	Strength	Educational Qualification	Experience
A	B	C	D	E
1				
2				
3				
4				
		Total Strength in No.		Total Experience in Year

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of available technical manpower in the field of GIS, Surveyors, IT and ITES professional for GIS work in their roll to meet the technical manpower requirements in time along with proof such as PF deposit slip or bank transfer of their salary of last 3 months.

TECH - 7

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder]. If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder]**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the DLR&S, Odisha which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 8

Format of Curriculum Vitae (CV) for Proposed Key Professional

Proposed Position:

[For each position of key professional separate form Tech 7 will be prepared]

1. **Name of the Consultant** :
2. **Date of Birth** :
3. **Years with the agency** :
4. **Nationality** :
5. **Education** :

[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of award of degree]

6. **Membership in Professional Associations if any** :
7. **Other Trainings** :
8. **Countries of Work Experience** :
9. **Languages** :

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

10. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held, location of the assignment, contact information of the procuring organisations. Assignments which are relevant to the evaluation of key personnel should be marked clearly as relevant experience for this consultancy.]

Procuring Entity Name with address:	
Position Held:	
Period from to to(dates to be mentioned)	
Details of the Task Assigned [List all tasks to be performed under this Assignment/job]	

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the consultant has been involved, indicate the following information for those Assignment /jobs that best illustrate consultant capability to handle the consultancy.]

<i>Name of the Project</i>	
<i>Tenure of the project with exact dates</i>	
<i>Location of work</i>	
<i>Name of the Client with address</i>	
<i>Project Feature</i>	
<i>Position Held</i>	
<i>Activities Performed</i>	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initial]: _____

Name and Designation with Date and Seal: _____

<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.>>

TECH – 9

PROPOSED WORK PLAN TO CARRY OUT THE ASSIGNMENT

Week	1	2	3	4	5	6 till 25 th week
Sequence of activities						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities

Authorized Signatory [*In full and initial*]: _____

Name and Designation with Date and Seal:

Section : 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN - 1

COVERING LETTER
(In Bidder's Letter Head)

[Cuttack, Date]

To,

Director Land Records and Surveys, Odisha,
Board of Revenue, (LR & S Branch), Odisha, Cuttack.
3rd Floor, Rajaswa Bhawan, Po – Chandinichowk,
Cuttack-753002, Odisha

Subject: SELECTION OF HIRING OF TECHNICAL MAN POWER FROM SPECIALIZED FIRMS TO STRENGTHEN THE STATE PROJECT MANAGEMENT UNIT (SPMU) UNDER THE DILRMP (DIGITAL INDIA LAND RECORDS MODERNIZATION PROGRAMME) FOR PILOT PROGRAMME NATIONAL GEOSPATIAL KNOWLEDGE BASED LAND SURVEY OF URBAN HABITATIONS (NAKSHA)

Sir,

I, the undersigned, offer to provide consultancy services for hiring of technical manpower from specialized firms to strengthen the State Project Management Unit (SPMU) under the DILRMP (Digital India Land Records Modernization Programme) in accordance with your Request for Proposal No._____, Dated:_____. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures**].

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the consultancy shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

**Amount must match with the one indicated in Fin-2.*

FIN:2**SUMMARY OF FINANCIAL PROPOSAL**

SUMMARY OF FINANCIAL PROPOSAL				
Name of the assignment		For hiring of technical manpower from specialized firms to strengthen the State Project Management Unit(SPMU)under the DILRMP (Digital India Land Records Modernization Programme)		
Fee particulars		Amount in INR		
B	Remuneration of Professionals & Support Staff			
Sl. No.	Description of experts	Quantity	Unit rate (Fixed) per month	Total
1.	Project Coordinator	1	xxx	
2.	Expert(Land Administration)	1	xxx	
3.	Manager Geospatial Technology	2	xxx	
4	Programmer(GIS & MIS Developer)	1	xxx	
5	GIS Technical Expert	2	xxx	
6	Remote Sensing Analyst	1	xxx	
7	Data Entry Operator	1	xxx	
8	GIS Surveyor	40	xxx	
	Service Charges, etc if any(to be specified)			
	Total			
	GST @ 18%			
	TOTAL			
	In words	Rupees xxx only		

Instructions :

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Remuneration of the professionals is inclusive of GST as per the extant guideline/statutory provision. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.
- Overhead charges & consulting fees is to be submitted in terms of 'Rupee' only,

Authorized Signatory [In full and initial]: _____

Name and Designation with Date & Seal: _____

SECTION : 6

BID SUBMISSION CHECKLIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1.	Filled in Bid Submission Check List (ANNEXURE-I)		
2.	Covering Letter (TECH -1)		
3.	Bid Processing Fee of Rs. _____/- in form to DD		
4.	Copy of Certificate of Incorporation / Registration of the Bidder		
5.	Copy of PAN		
6.	Copy of Goods and Services Tax Identification Number (GSTIN)		
7.	Copy of EPF/ESI Registration Certificate, if applicable		
8.	Copies of IT Returns for the last 3 yrs (FY 21-22,22-23,23-24).		
9.	General Details of the Bidder (TECH - 2)		
10.	Proof regarding Experience such as work order/engagement letter/ completion certificate/LoA		
11.	Proof regarding No. of manpower i.e. PF slip deposit or bank transfer of salary of last 03 months(TECH-6)		
12.	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit –Loss Statement and Balance Sheet for last 3 years		
13.	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
14.	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
15.	Self Declaration on Potential Conflict of Interest (TECH-7)		
16.	Undertaking for not have been black listed by any Central / State Govt./any Autonomous bodies during its business career.		
17.	CV of Key Professionals (TECH – 8)		
18.	Work Plan (TECH – 9)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)(to be submitted in a sealed cover separately)			
1.	Covering Letter (FIN-1)		
2.	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.

- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initial]:_____

Name and Designation with Date and Seal

Annexure – II

Undertaking by the Bidder Regarding Blacklisting

I,the undersigned, hereby declare and solemnly swear that our agencywhich has applied to the RFP to provide consultancy services **for** hiring of technical manpower from specialized firms to strengthen the State Project Management Unit (SPMU) under the DILRMP (Digital India Land Records Modernization Programme)for pilot programme National Geospatial Knowledge based land survey of urban Habitations (NAKSHA) in accordance with your Request for Proposal No.____, Dated:_____is not banned / blacklisted as on date by any competent court of law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

And if at any stage, this declaration is found to be false in part or otherwise, then without prejudice to any action that may be taken, I/We hereby agree to be treated as a disqualified bidder for the ongoing contract.

And I/ We may be banned /blacklisted; and EMD forfeited for such false declaration.

I understand that you are not bound to accept any proposal you receive.

Signature of the Authorized Deponent [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

Undertaking by the Bidder Regarding insolvent/ Bankrupt

I,the undersigned, hereby declare and solemnly swear that our agencywhich has applied to the RFP to provide consultancy services for The hiring of technical manpower from specialized firms to strengthen the State Project Management Unit(SPMU) under the DILRMP (Digital India Land Records Modernization Programme)for pilot programme National Geospatial Knowledge based land survey of urban Habitations (NAKSHA)in accordance with your Request for Proposal No.____, Dated:_____is not being Bankrupt or in the process of being declared insolvent/ Bankrupt.

And if at any stage, this declaration is found to be false in part or otherwise, then without prejudice to any action that may be taken, I/ We hereby agree to be treated as a disqualified bidder for the ongoing contract.

And I/ We may be banned/ blacklisted; and EMD forfeited for such false declaration.

I understand that you are not bound to accept any proposal you receive.

Signature of the Authorized Deponent [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder: