



ସୁନ୍ଦରଗଡ଼

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH

RFP NO: -DMF/SNG/13-2021-22

Date: - 11-03-2022

REQUEST FOR PROPOSAL

**Selection of Survey Agency for Topographical
Survey in Sundargarh District**

TENDER SCHEDULE

Issued by:
Collector & Chairperson
DMF, Sundargarh.



District Mineral Foundation
Collectorate premises, Sundargarh-770001
Email ID: dmsundergarh@gmail.com
Tel No. - 06622-273846

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼
DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 414 / (DMF)

Dated the 09/03 / 2022

RFP NO: -DMF/SNG/13-2021-22

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing Agency/ Firms of National and International repute for "Selection of Survey agency for Topographical Survey in Sundargarh District" detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).	
2.	Nature of Works	:- Topographical Survey in Sundargarh District
3.	Tender(Bid) Cost (in form of DD)	:- Rs.10,000/-Drawn in favour of Chief Executive Officer, District Mineral Foundation, Sundargarh, Odisha.
4.	EMD (in form of DD)	:- Rs.50,000/-Drawn in favour of Chief Executive Officer, District Mineral Foundation, Sundargarh, Odisha.
4.	Availability of bid document in the website	:- From 11:00 A.M. of 11.03.2022 to 29.03.2022 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 29.03.2022 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post)/ and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:- Date: 30.03.2022 at 11:00 A.M.
8.	Address for Business query and correspondence	:- District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001 Tel No. - 06622-273846 Website- www.sundergarh.nic.in E-mail.Id- dmsundergarh@gmail.com
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (www.sundergarh.nic.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contact on E-mail ID - dmsundergarh@gmail.com .	

Collector-cum- Chairperson
DMF, Sundargarh

Memo No. 415 / DMF

Dt. 09-03-22

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundergarh.nic.in by **11.03.2022** for wide publication and timely response by the intending Agencies.

Collector & Chairperson,
DMF, Sundargarh

Memo No. 416 /DMF

Dt. 09-03-22

Copy to the A.D.M., Sundargarh/ Rourkela/ Sub-Collector, Sadar/Panposh/Bonai/ All Block Development Officers of the District/ Superintendent Engineer, R&B Division, Sundargarh/Rourkela/ Superintendent Engineer, RW Division, Sundargarh/Rourkela/ Superintendent Engineer Minor Irrigation Division, Sundargarh/ Superintendent Engineer, Irrigation Division, Sundargarh/ Superintendent Engineer, Rukura Irrigation Division, Panposh/ Superintendent Engineer, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/ Rourkela/ Executive Engineer, PHED, Rourkela/ Executive Officers of Urban Local Bodies of the district/ DI & PRO, Sundargarh/ Rourkela for information and with a request to display this Tender Notice in their respective office Notice Board for wide publication.

Copy to Addl. P.D.(Tech.), DRDA, Sundargarh/ Asst. Director, OREDA, DRDA, Sundargarh/ Asst. P.D.(Finance), DRDA, Sundargarh/ Asst. P.D.(RH), DRDA, Sundargarh/ Junior Engineer(Estimator), DRDA, Sundargarh/Cashier, DRDA, Sundargarh/ DMF Cell, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.


Collector & Chairperson,
DMF, Sundargarh

DISCLAIMER

- 1) All information's contained in this RFP subsequently provided are in good faith. This RFP is not an agreement or an offer by DMF to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this RFP.
- 2) DMF accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP.
- 3) DMF may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- 4) The issue of this RFP does not imply that DMF is bound to select an applicant or to appoint the selected applicant. DMF reserves the right to cancel this request for RFP and/ or invite afresh with or without amendments to this request for RFP, without liability or any obligation for such request for RFP and without assigning any reason. Information provided at this stage is merely indicative.

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1. GENERAL PROFILE OF THE DISTRICT:

General Profile:

Sundargarh district forms the Northern Western part of Odisha State. The district spreads from 21°36'N to 22°32'N Latitudes and from 83°32'E to 85°22'E Longitudes, Sundargarh. Its official address is [www. Sundargarh.nic.in](http://www.Sundargarh.nic.in). It is bounded by Raigarh district of Chhattisgarh in the West, Jashpur district of Chattishgarh in the North West, Simdega district of Jharkhand in the North, West Singhbhum district of Jharkhand State and Keonjhar, Sambalpur, Deogarh and Angul Districts of Odisha in the South-East. The town of Sundargarh is the district headquarters. At present there are 18 Tahasils and 102 Revenue Circles, 17 Panchayat Samities and 279 Gram Panchayats; 1 Municipal Corporation and 3 Municipalities. There are two Police head divisions, i.e, Sundargarh and Rourkela with 38 Police Stations in total.

Sundargarh district is the second largest district in the state accounting for 6.23% of the total area of the state. Geographical Area of the district is 9712 Sq Km. The district is divided into three Sub-divisions, viz, Sundargarh, Panposh and Bonai. Of these, two Sub-divisions, viz, Sundargarh and Bonai originally belong to the ex-states of Gangpur while the whole of Bonai es-State became the third Sub-division. Except Panposh which has its headquarters at Uditnagar, the other two Sub-divisions are named after their respective headquarters. Bonai derives its name from its Forest (Bono in Odia mean Forest) covering almost nine-tenth of its area.

Physiographic of the District:

Being the part of Chhota –Nagpur Plateau, major parts of the district have rough and hilly terrain and rich in mineral resources as well. Hills of Sundargarh district may be classified into three broad categories, Bonai Hills, Sundargarh Hills, and Birmitrapur Hills. Bonai Hills which further elongate into Keonjhar district are known as the Iron ore resources, whereas, Sundargarh hills is famous for Coal deposits, which further elongate to Jharsuguda district and Chhattisgarh state as well.

2. INVITATION FOR PROPOSAL

Introduction

District Mineral Foundation (DMF), intends to the work of **Topographical Survey in Sundargarh District** from the interested parties having adequate experience in this field and adequate financial strength.

The contract shall be initially for a **period of 1 (One) year** from the date of signing of contract, subject to satisfactory performance of the partner The contract may be renewed further after the initial period of 1-year subject to satisfactory performance of the Partner and with the mutual consent of both the parties.

A "Two Stage" bidding process is planned to be followed for determining the successful bidder. The bidders would be required to meet the minimum threshold Technical Qualification Conditions and qualify for undertaking the Project as set out in this RFP document. This qualification assessment would be carried out as part of the current bidding and evaluation process. The Financial Proposal of only those bidders that possess the minimum threshold Technical Qualification Conditions and other relevant documents would be opened and evaluated.

The RFP document contains information about the Project, bidding process, proposal submission, qualification and financial proposal requirements. All proposals would be evaluated in terms of financial and technical capability of the companies.

Interested Bidders may be download the RFP document from the website www.sundergarh.nic.in.

The RFP submissions must be received on 29.03.2022 at 5.00PM in the manner specified in the RFP document at the address given and District Mineral Foundation shall not be responsible for any delay in receiving the Proposal and reserves the right to reject and/ or accept any or all the Proposals without assigning any reason thereof.

3. SCOPE OF WORK:

The Topographical survey work shall be executed as per the requirements of District Mineral Foundation

The scope of services for topographical survey as follows:

1. Topographic survey using Total Station/DGPS/Auto Levels equipment will have to be carried in different places of Sundargarh District like Conduct surveys to determine the horizontal and vertical position of existing natural features (ground elevations, bodies of water, vegetation, etc.), and constructed features (levees, roads, pipelines, utilities like drain, sewer lines, electrical poles, street light poles, Telephone lines and poles, water pipe lines, structures, buildings, etc.) within a specified area. A topographic map should represent rivers, lakes, ponds, and all other bodies of water; all artificial features that are of sufficient prominence to be represented on a scale, such as roads, boundary lines, cities, towns, villages, houses, and, in case of large-scale maps, fences and other such objects, bridges, fords, dams, canals, aqueducts, etc., and the relief of the ground its hills, valleys, mountains, etc. Vicinity map with subject property highlighted. solid waste dump, sump or sanitary landfill etc.
2. Prepare Right-of-Way Plan/Map Preparation, mapping and Legal Descriptions.
3. The Agency shall preparation of Key map and Index map.
4. Preparation of Project Control Diagram and/or Preliminary/Final Land Survey Control Diagram.
5. Agency shall be providing detail plan with Longitudinal section, Cross section and Junctions and intersections diagram.
6. **Maps, Cross-Sections, and Data Sets** - Provide surveying and engineering services to produce plan drawings, topographic and contour maps, cross sectional diagrams, and data sets.
7. **Benchmarks** - Establish Secondary benchmarks, both temporary (surface monument) and permanent (deep rod driven to refusal) as required to carry out field survey work.
8. Classification of hard and soft rocks for hill road projects.
9. Soil strata and Bearing capacity for building works.
10. Analysis and interpretation of field & laboratory test data for the preparation of Geotechnical investigation report including recommendation of type of foundation for structures.
11. The requirement of roadside drainage system and the integration of the same with main drainage system shall be worked out for the project site.
12. The drainage system should show locations of turnouts/outfall points with details of outfall structures fitting into natural contours.
13. Cross drainage structures including culvert etc. over tributaries/ channels/ nallah, roads crossings (ROB, PUV, RUB, Flyover), hydraulic design and structural design of culvert, minor bridge, major bridge (less than 5 mtrs) if any.
14. Detailed design and working drawing for storm water drainage system of complete

drainage network, cross drainage (like Hume Pipe Culvert, Slab Culvert, Box culvert etc.), retaining structure of earth and water.

15. The Agency shall work out plan for planting of trees, horticulture, floriculture on the land of the right-of-way or any other area with a view to beautify and making the environment pleasant.
16. The Agency shall work out the Geometric design and Structural design of road with provide the final alignment of road.
17. The Agency provide for detail requirement of road furniture like Informatory sign, Mandatory sign and cautionary sign.
18. The Agency shall recommendation for BT road or CC road.
19. The Agency shall be locating the Amenity center, Bus stop, Parking Bay if any.
20. The Agency shall provide the Material survey report, DPR if any.
21. **Standards and Codes of Practices** -All activities related to field studies, design and documentation shall be done as per the latest guidelines/ circulars of (i) Odisha State Public Works Department Specification / CPWD, (ii) MoRT&H and relevant publications of the Indian Roads Congress (IRC), (iii). Bureau of Indian Standards (BIS), (iv) National Building Codes.

4. TERMS AND CONDITIONS

a) General Terms and Conditions:

The work shall be carried out as per topographic survey specifications as mentioned below;

- 1) Topographical and Alignment Survey - Topographical survey using Total Station/DGPS/Auto level of the area including preparation of road plan with levels along roads/streets at 10m intervals and junctions of roads, locations such as change in gradient, road turnings, naming areas, important landmarks and green/built up area including preparation of contour map.
- 2) Carry out the block level survey for the proposed plot areas with levels at 5 m X 5 m grid and generation of contours at 0.25 m interval. All levels shall be with respect to locally available permanent bench-mark. Establishing temporary bench marks within area / plot by using Total Station survey instruments with accuracy as per the Survey of India standards.
- 3) Preparation of survey maps including plans, L-sections and Cross-sections showing all topographical/physical features to be included but not limited to – Railroad network including bridges/culverts, River, Sewerage System, localized depressions/elevations, Electrical poles, telephone poles, transformers, manholes, existing drains, trees, building lines, type of buildings (kutchha/semi pucca/ pucca /shops/houses, no. of stores etc.), and also building frontage, water supply lines, taps, bore wells, open wells, overhead tanks etc., all water bodies – lakes, streams, ponds, canals & places such as temples, temple, mast, mosque, church, grave yard, road width, type of road surface, invert level of natural nallas/pond/rivers including HFL of discharging bodies etc.

- 4) Locations of existing drains clearly identifying the type (open/closed/Cross-section type /kutcha/pucca, within or outside foot path), width and invert level of drain including the beginning and end of drain, sizes of drains.
- 5) Location of existing sewers (if any) with diameter, manholes etc, wells capacity data.
- 6) Mapping of existing water supply network with diameter, overhead tank with capacity and staging, UGR with capacity, pumping station etc.
- 7) Levels at bridges, culverts with key details such as GA, width, deck level, girder level, etc.
- 8) Levels at important locations like road junctions, area where there are major undulations of the ground etc.
- 9) Railway lines with details of culverts-vent way and levels details.
- 10) The levels taken shall be sufficient enough so as to depict the true ground profile. High flood levels shall be marked on the maps for river/ nallah crossings if any.
- 11) Surveyor shall carry out surveys for longitudinal section (L-section) and cross section of nallah / river / natural drains or any other hydrological features if advised by Engineer in charge. Levels (invert level) shall be taken along the centre line of nallah / river at 25 m interval and levels at 2.5 m interval across the width of Nallah/Drain/River on either side of centre line. Details of an additional cross section shall be taken wherever the change in cross section of nallah/river. Also, Obstructions/siltation shall be noted over length and width of the drain in the survey drawing.
- 12) The drawings shall be prepared at 1:500 scale or scale specified by client during survey with clear marking of North direction and Legend.
- 13) Submission of two hard copies of survey report (Word and PDF format) and survey drawings along with the editable soft copy (AutoCAD format). Drawings shall be prepared in the AutoCAD format with (3D format) X, Y & Z coordinate of physical property. Also prepare plan / drawing in A0 sheet in suitable scale in AutoCAD format and submit hard and soft copy of drawing etc.
- 14) The cost for providing local transportation, accommodation and incidental expenses for staff deployed for survey shall be borne by survey agency and are included in the above fee. Thus, the fee for services indicated is all-inclusive fee and no extra fee on any account shall be payable by DMF.
- 15) A sum of Rs. 10000/- shall be deposited by the intending bidders in shape of Account Payee Bank DD / FDR of any Nationalized Bank drawn in favor of the "**Chief Executive Officer, DMF, Sundargarh**" and submitted along with the quotation as security deposit after completion of quotation process, the amount will be refunded to unsuccessful bidders.
- 16) The details of the make and year of manufacture of the all-machinery equipment and period of validity of calibration should be specifically provided in the general bid information to be furnished with the Quotation.

- 17) The Quotation completed in all respect should reach undersigned on or before **dt. 29.03.2022 by 5.00 P.M.** and shall be opened on **dt.30.03.2022 at 11.00 A.M.**in presence of the bidders or their authorized representatives.
- 18) The bidder should be legally competent to enter into a contract as per prevailing Indian Laws.
- 19) In case, the successful bidder is found to have committed breach of any terms and condition of contract at any stage, legal action as per rules/laws shall be initiated against the agency concerned. The bid shall also be blacklisted from the list of DMF in future work for the specified period.
- 20) The Agency shall abide by all the terms and conditions of the contract of the work. In case of breach of any of the terms and conditions, the DMF shall be at liberty to terminate the contract upon giving a Show cause notice with a 30 days cure period.
- 21) The Agency shall be responsible for making payments of wages and other benefits/perks to the drivers/operators and other staff required for this contract engaged by him as per the rates fixed by Govt. of Odisha under Minimum Wages Act.
- 22) The Agency shall not be entitled to claim interest on the bid security /performance security.
- 23) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 24) In case the service provider intends to withdraw the services of his and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
- 25) If the bidder violates any of the terms of contract, DMF Sundargarh shall forfeit the entire amount of security deposit.
- 26) Equipment to be provided by the Agency should be in perfect running/ working condition and should not be older than 02 years model onwards as on the date of undersigned.

b) CRITERIA FOR EVALUATION:

The prospective bidder shall be considered as eligible bidder if the bidder fulfils and submits the following with the RFP documents:

1. Only a duly registered firm can submit bids. The firm shall provide the certificate of registration, along with GST registration number.
2. Agency should have the experience in Survey work / DPR preparation of Road having project Cost of minimum Rs 30.Cr during last 3 (Three) successive financial years in State Government/ Central Government / PSU .
3. Agency should have Average Annual Financial Turnover in Engineering Consultancy works during the last three years , ending 31st March of 2020-21, should not be less than 30 Lakhs.
4. The applicants should have a valid Goods and Services Tax number. The applicants should submit audited financial statements & income tax returns for the last 3 years (2018-19, 2019-20, 2020-21).
5. Agency must have EPF Registration and shall submit proof of having valid EPF registration certificate. In case of non –applicability in terms of EPF norms, bidder may submit the proof of non-applicability along with undertaking in this respect.

6. Documents (Audited Balance Sheets of last 3 financial years, Profit & Loss Statements (CA Certified Copy) and Auditor's Reports of last 3 years, IT return documents of last 3 years, GST registration certificate.
7. The bidder should have valid PAN in its name.
8. Bidder or its associates should not have been terminated/blacklisted by any government sector, PSU, Municipal Corporation and District Mineral Foundation, Sundargarh as in the past for nonperformance.
9. Agency must have its own full-fledged office or its franchise in Odisha with all required in house facilities
10. The agency must have at least one licensed surveyor and has to submit license certificate of licensed surveyor issued by Board of Revenue, Odisha

c) PARTIES:

The parties to the contract are the prospective Agency and the DMF.

d) EARNEST MONEY:

Earnest Money of Rs. 50, 000/- (Fifty Thousand Rupees Only) only in the form of pay order/demand draft of any Nationalized/ scheduled bank must be deposited in favour of the Chief Executive Officer, District Mineral Foundation, Sundargarh - 770001 by bidders. The validity of the pay order/demand draft should be up to 6 (six) months at the time of submission of tender documents.

- i. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid earnest money will be forfeited.
- ii. No claim shall be entertained by the DMF in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- iii. The tenders, without Earnest Money, will be summarily rejected.

e) ONE BID PER BIDDER:

Each bidder shall submit only 1 (One) bid/proposal for the project. Violation of this shall lead to disqualification of the Bidder. However, it is clarified herewith that the member of one joint venture cannot be member of other joint venture and also, cannot submit bid/proposal independently.

f) PROPOSAL PREPARATION AND COST:

All Bidders are required to submit a detailed proposal (the "Proposal" or "Bid") in accordance with the guidelines set forth in this RFP Document. The cost of preparation of Proposal and related expenses shall be borne by the Bidders themselves.

g) DUE DILIGENCE, INSPECTION AND INVESTIGATION:

The Bidders shall be deemed to have conducted a due diligence exercise with respect to all aspects of the Project, including a detailed survey of the site/roads, during their submission of Proposal. Interested Bidders are invited to visit and inspect the site/roads at their own expense. Failure to investigate fully the site/roads conditions shall not be a valid ground to relieve the Bidder after the submission of its Proposal or relieve the Bidder from any responsibility for estimating the difficulty or costs of successfully completing the Project.

h) RIGHT TO REJECT PROPOSALS:

Collector & Chairperson, DMF, Sundargarh reserves the right to reject any/all proposals including the lowest Proposal or withdraw the invitation of the proposal at any stage without citing any reason. Nothing contained herein shall confer any right upon a Bidder or create any obligation/liability upon District Mineral Foundation of any type whatsoever.

5. TENDERING PROCEDURE AND SCHEDULE:

1 Bid Opening Process:

- (a) In case of one bid system, technical & financial bid will be opened simultaneously in the presence of representatives of the bidders at Collector & Chairperson DMF, Sundargarh
- (b) In case of two bid system, The Technical Bid will be opened in the first instance in the presence of Technical Evaluation Committee (TEC), representatives of the bidders at Collector & Chairperson DMF, Sundargarh.
- (c) Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the Dept. Technical Evaluation Committee (TEC) vendor's representatives subsequently at a later date for further evaluation. Date and Time of financial bid opening shall be intimated to technically qualified bidders only.
- (d) One authorized representative of each of the bidder would be permitted to be present at the time of opening of the bids.
- (e) The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the Technical/Commercial bid opening session.

2 Notifications of awards and Signing of Contract

- a. Prior to the expiration of the period of bid validity, the Bidder will be notified in writing or by email that their bid has been accepted.
- b. At the time Collector and Chairperson, DMF Sundargarh notifies the successful Bidder that its bid has been accepted, Collector and Chairperson, DMF Sundargarh will send the Bidders the proforma for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to Collector and Chairperson, DMF Sundargarh Draft Format of the contract has been included in the bid document.

Notes:

- a) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the DMF may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

3 Submission of Bid:

The Technical information should be submitted in form given in **Annexure-I** along with Tender Paper Cost of Rs. 10,000/- and EMD of Rs. 50,000/- (Fifty Thousand Rupees) and registration particulars, Copy of PAN Number issued in favour of the firm etc.

4 Confidentiality

Information relating to the evaluation of bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders. On completion of Technical Evaluation by the Committee, Vendors whose offer does not meet with the users Technical Specification will be restricted to participate in commercial bid opening process.

Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

5 Corrupt & Fraudulent Practices.

Collector & Chairperson DMF, Sundargarh requires that bidders, suppliers, Agencies and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts in pursuit of this policy.

The terms set forth below are defined as follows: -

- i) **"Corrupt practice** "means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of in kind/value to influence the action of a public official in the procurement process or in contract execution.
- ii) **"Fraudulent practice** "means a misrepresentation or omission of facts in order to influence procurement.

6 Financial Bid:

- a. Financial Proposal: - **Annexure II (A)**
- b. Quoting of Price (s): **Price quoted should be in Indian Rupees Annexure II (C)**
- c. The bids will be opened by a duly constituted Evaluation Committee at the scheduled time and date.
- d. Rates quoted should be excluding GST.
- e. Terms of payment as stated in the Tender Documents shall be final.
- f. At the time of payment of bills, the Tax Deduction at Source, along with Cassese as applicable is liable to be deducted as per Income Tax Rules or any other Rules and guidelines as may be prevailing at the time of payment.

7 Validity of Bids:

The rates shall be valid for a period of 180 days from the date of opening of the tenders.

8 Criterion for Evaluation of Tender:

The evaluation of the tenders will be done on the basis of technical information furnished in form given in ***Annexure-I*** followed. The award of work will be further subject to any specific terms and conditions of the contract given in Clause – 4 (a) of this Tender.

9 Right of Acceptance:

- a. DMF, Sundargarh reserves the right to reject any or all Tenders without assigning any reason whatsoever and does not bind itself to accept the lowest or any particular tender. The decision of DMF in this regard shall be final and binding. DMF reserves the right to award the contract to any one or more than one vendor.
- b. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tender.

10 Communication of Acceptance:

Successful tenderer will be informed of the acceptance of his tender.

11 Penalty:

- a. In case of breach of any conditions of the contract and for all types of losses caused due to non-providing of survey work, Collector & Chairperson DMF, Sundargarh shall make deductions at the rate of Rs. 7,000/- per day from the bills preferred by the Agency or that may become due to the Agency under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the DMF.
- b. The powers under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in DMF as herein provided, nor forfeiture of deposit.

12 Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Collector & Chairperson, DMF, Sundargarh will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Collector & Chairperson, DMF in that event and the security deposit in the form of Performance Bank Guarantee shall be encased /forfeited. The decision of Collector & Chairperson, DMF in this regard shall be final and binding on the Agency.

13 Subletting of Work:

- a. The Agency/agency/bidder shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing from DMF and whereas DMF will be at liberty to refuse if it thinks fit to do so.
- b. The tender is not transferable. Only one tender shall be submitted by one tenderer.

14 Terms and payment:

- a. No payment shall be made in advance nor shall any loan from any bank or financial institutions be recommended on the basis of the order of award of work in DMF.
- b. All payments shall be made by NEFT/RTGS only.
- c. The Collector & Chairperson DMF, Sundargarh shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.
- d. The term "payment" mentioned in this part includes all types of payment due to the Agency arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- e. Wherever applicable all payments will be made as per schedule of payments stated in specific terms and conditions of the contract given in Clause – 4 (a) of this Tender.

15 Arbitration:

In case of any dispute arising out of or connected with or incidental to this contract. The dispute will be referred to an arbitrator appointed by the Collector & Chairperson DMF, Sundargarh. The decision of the arbitrator shall be final and binding on both the parties. The arbitration proceedings will be conducted in accordance with the Arbitration and Reconciliation Act, 1996.

16 Insurance:

The Insurance cover protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Agency. The Agency shall arrange necessary insurance cover for any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on DMF, the same shall be reimbursed/indemnified by the Agency.

ANNEXURE – I

TENDER FORM – I TECHNICAL INFORMATION AND UNDERTAKING

Sub: Notice Inviting Tender for "Topographical Survey in Sundargarh District".

1. Name of the Tenderer/concern: _____
2. Address (with Tel. & Mob. No.):

3. Nature of the concern _____
(i.e., Sole Proprietor or a company or a Government Department or a Public Sector Organization)
4. Registration Number of Tenderer/Concern (Under shop and commercial establishment act or any other relevant Act, copy of registration should be attached)
5. Copy of Income Tax Returns for the last three years attached or not? __
6. PAN Number of Tenderer/concern: _____
(copy should be attached)
7. Demand draft No. _____ Dated _____ from any
scheduled Bank & _____ branch Name for
Rs. _____ as Earnest Money Deposit (to be
enclosed)
8. Registration Nos. of Equipment together with make:
1. _____ 2. _____
3. _____
(Copies of registration book should be attached)
9. Whether each page of NIT and its Annexure have been signed and stamped.....
10. List of Important Organizations with address and Telephone number to whom Survey/ DPR preparation work have been provided during the last three years with period of contract is enclosed (summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/observations/appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer)
11. Any other information important in the opinion of the tenderer.

Dated:
Place:

(Dated signature of tenderer
with stamp of the firm)

ANNEXURE – II

(a) Format for Financial Proposal

To
The Collector & Chairperson,
District Mineral Foundation,
Sundargarh.

Subject: RFP for Topographical Survey in Sundargarh District under District Mineral Foundation, Sundargarh.

Dear Sir/ Madam,

We hereby submit our Financial Proposal for the captioned Project.

If the Project is awarded to us, we agree to charge the following from District Mineral Foundation, Sundargarh as per the terms given in the Request for Proposal (RFP) Document.

1. As quoted in the Financial Bid.

We are making this Financial Proposal after taking into consideration all the terms and conditions stated in the RFP Document and after careful assessment of the Project, all risks and contingencies and all other conditions that may affect the Financial Proposal.

We agree to keep our offer valid for 120 days from the due date of submission of this proposal.

Name:

Authorized signatory

Place:

Name and seal of Bidder

Date:

(b) General Information of the Bidder:

1. Company Information:

- (a) Name:
- (b) Country of Incorporation:
- (c) Address of Corporate Headquarters and its branch office(s), if any, in India:

2. Details of individual(s) who will serve as the point of contact/communication for District Mineral Foundation, Sundargarh within the Company:

- (a) Name:
- (b) Designation:
- (c) Company:
- (d) Address:

- (e) Tele phone Number:
- (f) E-Mail Address:

(C) FINANCIAL BID FOR SURVEY AGENCY

Item No.	Description of Item	Unit	Rates per item wise (Excluding GST)
1	2	3	4
1	Single lane Carriageway with preparation of DPR (Traffic Survey, Geo Investigation Report, Survey Report).	Per Km	
2	Intermediate lane Carriageway with preparation of DPR (Traffic Survey, Geo Investigation Report, Survey Report).	Per Km	
3	Double lane Carriageway with preparation of DPR (Traffic Survey, Geo Investigation Report, Survey Report).	Per Km	
4	Soil Testing Charges.	Per Sample	
5	Carrying out of Topographical Contour, Survey of the site with Total Station method showing all important Land Mark, Features.	Per Acre	
6	Total station survey for contouring small sites up to 2 Acre with showing all important Land Mark, Features.	Per Day	
7	DGPS Survey for marking Control points/Base Points and other details	Per Acre	
8	Drone Survey for taking topographical data and ortho images.	Per Day	
10	Block wise Road Network Mapping showing existing road network, proposed new potential roads, village name, village Boundary and Block Boundary using GIS Software.	Per km	
11	Superimposing cadastral map and georeferencing	Per Sheet	
12	Fixing of Control pillar(Size 1M x 1M x 1M)	Per Pillar	

Note: -

- GST Shall be Paid Extra

Place

Name and seal of Bidder

Date

Authorized signatory

DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID

(ENCLOSURE LIST)

1. Duly completed RFP document signed by authorized person.
2. The firm should be registered and should furnish a copy of registration certificate in support thereof.
3. Terms and Conditions of the duly accepted.
4. Copy of the last three-year (2018-19,2019-20,2020-21) Income tax return.
5. Copy of the financial turnover during the last three years ending last day of the preceding month in which the RFP are invited of the Company duly Certified by Chartered Accountant ANNEXURE4.
6. Proof of having three year's relevant experience. Bidder must submit client certificate along with satisfactory performance.
7. Satisfactory completion of the similar work / Reference list.
8. Affidavit regarding non - blacklisting / non – termination ANNEXURE5.
9. License Certificate of Licensed Surveyor issued by Board of Revenue, Odisha
10. EMD details.
11. Tender paper cost detail.
12. Copy of PAN card and Company.
13. EPF Registration Certificate.
14. ESI Registration Certificate.
15. GST Registration Certificate.

ANNEXURE 3 GENERAL INFORMATION FOR SURVEY EQUIPMENTS (DGPS & Total Station)

1.	Calibration No of Equipment :-	
2.	Year of Manufacturing :-	
3.	Model :-	
4.	Date of Calibration :-	
5.	Name & Complete address of Owner of Equipment: -	
6.	Contact Number of the Agency	Mobile No..... Telephone No.....
7.	Tender Paper Cost (Rs.10000/-)	
8.	EMD (Rs. 50,000/-)	

Certified that the information submitted above is true to the best of my knowledge & belief.

Signature of the Agency

ANNEXURE 4

AVERAGE ANNUAL TURNOVER STATEMENT

The Average Annual Turnover statement of<name of the organization>, at<address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turn over in lakhs (₹)
1	2018-2019	
2	2019-2020	
3	2020-2021	
	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

ANNEXURE 5

NON-BLACKLIST

We,<name of the Organization>, having our registered office at , <HQ address of the Organization> hereby declare that we are submitting this proposal in reference to the **"Selection of Survey agency for Topographical Survey in Sundargarh District"** out of D.M.F Fund' We declare that we have not been blacklisted by any Ministry / Department / industry Public Sector Undertaking or any other agency of the Central/State Government.

We declare that there are no proceedings, disputes or enquiries pending against us in connection with cheating, misappropriation of funds or exploitation of beneficiary.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Date:

Authorized Signature

Place:

Name and Title of Signatory

Seal: