

**Request for Proposal
(RFP) for
Selection of Agencies for DGPS Survey
and Demarcation of Forest Areas
under Deputy Conservator of Forest,
Vadodara Wild Life Division,
Gujarat State**

RFP No.:

Forest/Vadodara/001/2024-25



**Deputy Conservator of Forest,
Vadodara Wild Life Division,
Vadodara-390001, Gujarat**

September-2024

Department Name	Forest Department
Client address	Office of the Deputy Conservator of Forest, Vadodara Wild Life Division, Vadodara- 390001
IFB No./ Tender Notice No.	RFP/Vadodara/001/2024-25
Name of Work	Selection of agency for Survey and Demarcation of Forest Areas under Deputy Conservator of Forest, Vadodara Wild Life, Gujarat State
Estimated Contract Value (INR)	20 lakh
Period of Completion	3 month from the date of agreement. If client and bidder agree, validity period may be further extended for Two more year.
Bidding Type	Open
Bid Call (Nos.)	1
Class of Bidder	Not Applicable
Tender Currency Type	Single
Tender Currency Settings	Indian Rupee (INR)
Joint Venture \ Consortium	Not Applicable
Rebate	Not Applicable
<i>Amount Details</i>	
Bid Security /EMD (INR)	60,000 (3 % of Contract Value)
Bid Security/ EMD in favor of	Deputy Conservator of Forest, Vadodara Wild Life Division, Vadodara
<i>Other Details</i>	
Officer Inviting Bids	Deputy Conservator of Forest, Vadodara Wild Life Division, Vadodara
Pre-Bid meeting Venue & Time	18th September, 2024 at 3.00 PM Office of Deputy Conservator of Forest , Vadodara Wild Life, Kothi Building, Raopura, At Po – Vadodara-390001, Vadodara District, Gujarat
Bid Opening Authority	Deputy Conservator of Forests, Vadodara Wildlife Division

1.0 Background and Objective:

- 1.1** Creation of updated geo-referenced digital maps of forest areas through joint certification with Forest Department.
- 1.2** Physical demarcation of forest areas with visible series of boundary pillars/GIS derived corner points.
- 1.3** Replace the existing manual graphic record (maps) by updating and upgrading them with geo-referenced Differential Global Positioning System (DGPS) survey, ensuring the consistency of data & information (in GIS layers) across the concerned Division.

2.0 Scope of Work:

The following shall be the detailed scope of work of the selected agency/successful bidder.

- 2.1** DGPS RTK survey and demarcation of Forest areas approx. (6,000 Ha.) in Panchmahal and Chhota Udaipur District under the Jurisdiction of Deputy Conservator of Forest, Vadodara Wildlife. Other areas can be given in future if the contract extends.
- 2.2** To survey forest areas and get the GPS coordinates of the vertex points duly certified by the concerned Division indicated by the DCF in his jurisdiction.
- 2.3** To physically locate and demarcate the points on the field as per the GPS Coordinates along with the Divisional Surveyor using DGPS technology.
- 2.4** The Survey methodology and technical specification of Deliverables shall be as follows.
 - i.** 3 copies of the physical print of the geocoded digitized map in the scale of 1:8000 or desired scale showing index containing the GPS coordinates of the points surveyed, duly certified by the Divisional Surveyor should be submitted for all the areas surveyed.
 - ii.** The pdf files of above drawings and excel files containing all the points marked on the

field (Date of survey, village, survey no, point no, Latitude, Longitude) also needs to be submitted.

iii. The certificate of the Divisional Surveyor that the agreed points as per the list and coordinates have been marked physically on the field.

iv. The DGPS instruments to be used should be capable of low noise code and carrier phase measurements and error should be less than +/- 2 cm.

v. Area: In the format of HECTARE / ACRE / METER and up to 4 decimal places should be recorded.

vi. Three soft copies of the surveyed area in 4 (four) format i.e. DWG, DXF, KML and SHP should be submitted in hard-disks/pen drive. These should contain all geocoded polygons, points and text with appropriate color and layer.

vii. All DWG Data should be checked and corrected by the agency to provide required accuracy. All layers should be properly named and should be without any error.

viii. All control point data should be processed by standard processing software and should be submitted in physical copy. The area for survey could be area of Panchmahal and Chhota Udaipur District under the Jurisdiction of Deputy Conservator of Forest, Vadodara Wildlife Specified in this document.

2.5 The DCF will designate the Surveyor, who will monitor the overall progress of the work, check, verify and certify the work done.

2.6 RFO (Survey)/Surveyor and concerned RFO of the range of the will check, verify the work done.

2.7 DGPS instrument accuracy as mentioned in tender document will have to be verified on field before finalizing technical evolution. If accuracy of DGPS machine is not found as per specification, the bidder will be disqualified.

3.0 Process of selection and method of operation

- 3.1** This tender is for selection of survey agency to carry out work described in this document.
- 3.2** The selection of the agency will be through two step process, Qualification cum technical bid and financial bid.
- 3.3** Submission of both the bids i.e. Pre-qualification cum technical bid and financial bid shall be done online through GEM. Technical document along with EMD must be submitted in physical at Deputy Conservator of forest, Vadodara Wildlife Division, Kothi Building, Raopura, Vadodara - 390001, Gujarat.
- 3.4** The financial bids of only those passing the prequalification cum technical bid shall be opened and the bidder tendering the lowest rate (L1) should be selected.
- 3.5** Based on the result of the tendering process, DCF, Vadodara Wildlife will issue work order to the selected agency.
- 3.6** Any unresolved issues may be referred to DCF, Vadodara Wildlife whose decision in the matter should be binding on both the parties.
- 3.7** All the legal disputes shall be subject to the jurisdiction of Vadodara District Court.

4.0 Pre-Qualification Cum technical Bid:

Bidder must submit physically their pre-qualification cum Technical Bid along with EMD in a sealed Envelope with clearly mentioning "Pre-Qualification cum Technical Bid". No exemption in EMD will be given for any agency.

Prequalification cum Technical Criterial

4.1 Technical Criteria

The Bids of the Bidders meeting Pre-Qualification criteria shall be consider for assessment and assigning of Technical Score. The Technical Score of the Bidder shall be evaluated as per Technical Score system provided here.

Bidder must Score minimum 60 marks out of total 100 marks in Technical Marking Section specified herein above. The bids of bidders obtaining lower than 60 score will be declared disqualified and not be processed further.

4.2 Evaluation of Price Bid and Financial Score

The Price Bid of only technically qualified (Bidders passing Responsiveness Tests and meeting Pre-Qualification Criteria) Bidders shall be opened. The Aggregate Charges determined as per Price Bid on GeM portal shall be assigned Financial Score.

Bidder scoring lowest charges will be successful Bidder.

4.3 Invitation of the bids is open only to all-Indian firms, and undertaking to this effect has to be submitted.

4.4 Bidder ever declared ineligible to participate by the forest department, Government of Gujarat to be for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices shall not qualify to make a bid.

4.5 Breach of general or specific instructions for bidding, general and special condition of agreement with the forest department / Government of Gujarat or any of its other client organization during the past 5 years will make a firm ineligible to participate in the bidding process. If the same brought to notice subsequently, the same will make the agency ineligible whatsoever.

4.6 Agree to all the terms and conditions specified in this tender document fully and unconditionally. No Conditional tender will be acceptable under any circumstance.

4.7 Bid security

- a. EMD should be submitted in form demand draft drawn in favor of the Deputy Conservator of Forests, Vadodara Wildlife in a sealed envelope as follows:
 - i. EMD : Rs. 60,000/-
 - ii. Security Deposit: 1,00,000/- (At the time of Work order)

4.8 The EMD of all unsuccessful bidders would be refunded by the forest Department, Government of Gujarat within 30 days of the bidder being notified by the forest Department, Government of Gujarat as being unsuccessful. The bid security, for the amount mentioned above, of the successful bidder would be returned upon submission of all the deliverables.

4.9 The Bid submitted without EMD, mentioned above, will be liable for rejection without providing any opportunity to the bidder concerned.

5 Payment Terms

- a. The overall payments shall be based on the following guidelines:

Milestone	Payment
Mobilization amount	Nil
DGPS Survey work	50 % of the Cost
Submission of 3 copies of the physical print of the geocoded digitized map in the scale of 1:8000 showing index containing the GPS coordinates of the points surveyed, duly certified by the Divisional Surveyor	25 % of the cost
Final acceptance of all deliverables by designated office / officer of forest department	25 % of the cost

- b. Bills should be inclusive of all taxes. Payments shall be made after deduction of TDS, which ever may be applicable, by the acts prevailing at the time of making payment. Payment of all other tax and levies would be the responsibility of the survey agency. All payments to the agencies would be made in Indian Rupees only.
- c. The Payment shall be made after the successful completion of the activity and successful submission of the deliverables and its acceptance by the concerned Deputy Conservator of Forests.

6 Penalty

- a. The agency should commence work within 15 days of receiving the work order from the DCF. Total duration of work will be 3 months.
- b. The DCF may levy a penalty of 0.5% of the contract value for every 10 days of delay in work-completion, subject to maximum of 5 %. Of the total acceptable

tender value of the services to be provided by the Bidder. In case the bidder fails to provide the services specified by the DCF within 1 month from the start of work (Excluding Rainy days), the quantum of penalty shall be decided by the DCF and it shall be binding and final. On the bidder failing to rectify the faults, the Government may get them attended/rectified by any other agency at the risk and cost of the Bidder and the same will be recovered from the Bidder. The DCF may terminate the contract on evidence of persistent non-performance by the Bidder by giving one-month notice.

- c. The DCF reserves the right to make necessary alternate arrangement to complete the project.

7 Language of Proposals

- a. The proposal and all correspondence and documents shall be written in English/Gujarati. All proposals and accompanying documentation will become the property of the Forest Department, Government of Gujarat and will not be returned.

8 Prices

- a. The Bidder shall quote the price fixed for the entire contract duration. The price would be inclusive of all applicable taxes, Duties, Charges, and levies, unless specified otherwise.
- b. The prices, once offered must remain fixed and must not be subject to escalation for any reason within the period of agreement.
- c. Any Increase in rates or taxes/other rates will be to the account of the bidder.

9 Correction of Errors.

Bidders are advised to exercise adequate care in quoting the Prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be Initiated by the person signing the proposal form before submission, failing which the figures for such items may not be considered.

10 Pre-Bid Meeting

1. A pre-bid meeting would be held at time and an address specified in below. Bidders must have to attend pre-bid meeting at their own cost. Non-attendance at the pre-bid meeting shall be a cause for disqualification of a Bidder.

18th September, 2024 at 3.00 PM

Forest Office, Vadodara,

Kothi Building, Raopura,

At Po – Vadodara-390001,

Vadodara District, Gujarat

2. Bidders requiring any clarification on the RFP may notify the Authority in writing through e-mail at the address dcfvadodara@gujarat.gov.in before 6.00 PM, 17th September, 2024. During the course of pre-bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, considered appropriate for facilitating a fair, transparent and competitive Bidding Process.

3. Clarifications/ responses shall be shared by uploading such responses online only at website of Authority (i.e Forest Department & on GeM portal if required in the form of an addendum and or corrigendum).

4. Terms and conditions of the Addendum(s) shall be legally binding on all the Bidders.

11. Pre-qualification Criteria (PQC)/Project Experience and Qualifying Criteria Requirement, Terms & Conditions:

- a. Forest Department/Government of Gujarat reserves its right to subject the bidders to security clearances as it deems necessary and all the personnel of the selected bidder before they are appointed on the land resurvey project.
- b. Bidder must have to visit the sample site and have to obtain the sample site visit certificate and Pre-Bid meeting attendance certificate from DCF, Vadodara Wildlife and submit the certificate with technical bid.
- c. The Bidder should have been in operation for a period of at least 3 years as on 31-03-2024, as evidenced by the Certificate of Incorporation and Certificate of commencement of business issued by any designated officer in India or the corresponding authority in respect of foreign entities;
- d. Survey Turnover: The Bidder should have had a minimum land survey related average annual turnover should be at least Rs. 50 lacs during the last 3 financial years. Copy of certified ITR to be submitted as a proof of the same.
- e. The bidder should have experience of surveying at least 500 Ha through DGPS technology. Copy of the work order or completion certificates issued by the client government agency.
- f. The bidders should be owner of DGPS equipment for at least 2 pairs of DGPS. Copy of the Invoice shall be submitted as proof of the ownership of DGPS.
- g. The company must be based in Gujarat state only. GST registration of the company must be of Gujarat state only. GST certificate and company registration certificate must be part of technical document,
- h. Once quoted no revision is permissible. The contract with the successful bidder shall be valid for 3 month. The contract period may be extended for another two year on the same terms and conditions provided both parties i.e. the bidder and the DCF mutually agree.
- i. The DCF, Vadodara Wildlife has full and unbridled right to terminate the process any time

before work order is issued without assigning any reason to anyone and without any liability to pay any cost to anyone.

- j. The DCF, Vadodara Wildlife makes no commitments, explicit or implicit that this process will result in a business transaction with anyone.
- k. The Bidders must have to attend the pre-bid meeting at their own cost. Non-attendance at the pre-bid meeting shall be a cause for disqualification of a Bidder.
- l. This tender is not a fixed amount tender but to decide the rate for 6,000 ha. (Inclusive of all taxes). It is not possible to make any firm commitment about the area that may be allotted to the selected agency. But a rough estimate indicates that the total work allotted may involve around 6,000 Ha. The work may increase or decrease during the project period and similarly the project amount will be calculated.
- m. For the purpose of deciding the lowest Bidder (L1), it will be assumed that all estimated area will be covered for demarcation.
- n. Any work product, whether acceptable or unacceptable, developed under an agreement awarded as a result of this tender shall be the sole property of the concerned DCF unless stated otherwise in the definitive agreement.
- o. Timing and sequence of events resulting from this tender shall ultimately be determined by the concerned Authority.
- p. No oral conversations or agreements with any official, agent or employee of the Forest Department shall affect or modify any terms of this tender, and any alleged oral agreement or arrangement made by a bidder with any department, survey agency, official or employee of forest department shall be superseded by the definitive agreement that results from this tender process. Oral communications by forest department to bidders shall not be considered binding on the concerned DCF, nor shall any written materials provided by any person other than the concerned DCF, Vadodara Wildlife.
- q. Proposals are subject to rejection if they limit or modify any of the terms and conditions or

specifications of this tender.

- r. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against the forest department or any of its respective officials, agents or employees arising out of or relating to this tender or these procedures (Other than those arising under a definitive agreement with the bidder in accordance with the terms thereof)
- s. Per hectare rate of the work will be determined based on the total lump sum rate divided by 6,000/- hectare work. Any further work if required will be done based on the per hectare rate derived from this calculation.

12 Documents Checklist

Item	Criteria	Document to be submitted	Submitted (Yes/No) Write in own hand writing
A	<p>Work experience of bidder</p> <p>The Bidder must have minimum experience of 500 Hact. in DGPS survey</p>	<p>Work orders or completion certificates.</p>	
B	<p>Ownership of Survey Instruments by bidder</p> <p>Minimum 2 no. of DGPS survey Instruments. Bidder has to submit documentary evidence Clarifying ownership of the Instruments along with bid.</p>	<p>DGPS Invoice Copy.</p>	
C	<p>Bidder's Team:</p> <p>The Bidder should have at least One Surveyor (with at least 3 years of experience in DGPS survey)</p>	<p>Qualification Certificate.</p> <p>Experience Certificate.</p> <p>(Certificate clarifying current state of their employment with the firm, Curriculum Vitae (CV) of the proposed Experts). Degree Certificate of surveyor.</p>	
D	<p>Bidder firm Experience</p> <p>The Bidder firm should have been established before 10 Years.</p>	<p>Copies of Firm registration should be provided.</p>	

E	Bidder's Turnover The Bidder should have a minimum average annual turnover of Rs 50 lakhs in the last three financials ending 31/03/2024.	Copies of Audited Financial Statements for Financial Years 2021-22, 2022-23 And 2023-24	
F	Approach, Methodology & work plan (Through Presentation)	Approach Methodology & work plan in hard copies to be submitted.	
G.	GST Registration Certificate. The company must be based in Gujarat state.	Self-attested copy of Certificate.	
H.	Invitation for bids is open only to Gujarat based firms.	Self-attested copy of GST or other Govt. Registration.	
I.	EMD	Rs. 60,000/- Bank DD	
J.	Acceptance of all terms and conditions	Tender document signed on each page with seal.	
K.	Sample Site visit & Pre-Bid meeting attendance Certificate from DCF, Vadodara.		

I Submit that my company has not been debarred or blacklisted by any Department of Government of Gujarat in the past for any unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices. I also understand that if this is found to be false otherwise, then my tender shall be treated as null and void. I have read and understood all the terms and conditions specified in this tender document, and I am participating in the bidding process as I agree to them fully and unconditionally and signed all pages of the tender document submitted herewith as acceptance of the same.

Company Name and Seal

Name and Signature of Authorized Signatory