



राजस्थान सरकार



कार्यालय मुख्य कार्यकारी अधिकारी, भू-अभिलेख आधुनिकीकरण सोसाइटी
एवं भू-प्रबन्ध आयुक्त, राजस्थान, जयपुर
विमान भवन, गोपालबाड़ी, जयपुर-302001 दूरभाष नं. 0141-2373904 ईमेल-scr-rj@nic.in

क्रमांक/ फा/ SCR/DILRMP/ RBAAS / PMU/ 2019-20 / 410

दिनांक- 09.11.2021

बिड सूचना

राजस्थान भू-अभिलेख आधुनिकीकरण सोसायटी, जयपुर द्वारा DILRMP योजनान्तर्गत सर्वे/रिसर्वे कार्य हेतु सलाहकार सेवा बाबत खुली निविदा आमंत्रित की जाती है।

क्र. स	विवरण	वार्षिक पारिश्रमिक (Fixed)	निविदा जारी करने का दिनांक	निविदा की अंतिम तिथि
1.	सलाहकार सेवा-2 पद	रुपये 3.00 लाख प्रति सलाहकार	10.11.2021	25.11.2021

विस्तृत सूचना राज्य लोक उपापन पोर्टल (<http://sppp-rajasthan-gov-in>) एवं विभागीय वेबसाइट www.landrevenue.rajasthan.gov.in पर उपलब्ध है।

del

(महेन्द्र कुमार पारख)
भू-प्रबन्ध आयुक्त एवं सीईओ,
राजस्थान भू-अभिलेख आधुनिकीकरण सोसायटी,
राजस्थान, जयपुर।

RFQ for Hiring of Services of Survey Resurvey Consultant

Notice for Inviting Proposals
For Hiring of Services of Consultants for Land Records /Survey Resurvey

Reference No.

Dated:

Procuring Authority	CEO, RBAAS & Land Settlement Commissioner, Rajasthan, Jaipur	
Last Date & Time of Submission of Bid	25.11.2021	4.00 PM.
Date & Time of Opening of Technical Bid	25.11.2021	5.30 PM
Date & Time of Opening of Financial Bid	25.11.2021	5.30 PM
Name of the Bidder:		
Correspondence Address:		
Mobile No.		
E-Mail:		

RAJASTHAN BHU ABHILEKH ADHUNIKARAN SOCIETY, SETTLEMENT DEPARTMENT,
GOVERNMENT OF RAJASTHAN
Address:- Viman Bhawan, Gopal Bari, Jaipur-342008
scr-rj@nic.in

RFQ for Hiring of Services of Survey Resurvey Consultant

CHAPTER -1- NOTICE INVITING BID (NIB)

Reference No.

Dated:

Settlement Department invites bid/ proposal from individual bidders for Survey Resurvey based Services

Name & address of procuring entity	CEO, RBAAS, Land Settlement Department
Type of Bidder	Retired government person participating in the bidding process
Nature of Services	Consultant-Survey Resurvey (DILRMP)
Number of Consultants	Two (02)
Estimated Cost	Rs. 3.0 Lac per year each (Rs. 25000/- per month)
Bid submission End Date/ Time	25.11.2021 4.00 PM
Bid Opening Date/ Time	25.11.2021 5.30 PM
Bid Document Fee	Rs. 1000/- (one Thousand Only) DD in favour of CEO, RBAAS
Earnest Money Deposit (EMD amount) 2% of estimated procurement cost	Undertaking to be submitted as per Annexure-3(in compliance of the notification issued by Finance Department, Rajasthan dated 18.12.2020 and 23.12.2020.
Websites for downloading Tender Document, Corrigendum's, Addendums etc.	sppp.rajabsthan.gov.in ; landrevenue.rajabsthan.gov.in
Bid Evaluation Criteria (Selection Method)	Technically responsive bidder shall be selected on LCBS (L1)
Bid Validity	90 Days from the date of bid submission

Note:

- 1) Bid Procedure: Single-Stage: Two Part envelope Bid procedure
- 2) The procuring entity reserves the complete right to cancel the bid process and reject the Bid.
- 3) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal agreement is signed and executed between the procuring entity and the successful bidder.
- 4) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidder to verify such information) and the information provided therein are intended only to help the bidder to prepare a logical bid-proposal.
- 5) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the latter shall prevail.

Date:

CEO, RBAAS

CHAPTER -2- PROJECT PROFILE & BACKGROUND INFORMATION

The Settlement Department, Govt. of Rajasthan is the Nodal Department for Implementing the Centrally Sponsored Digital India Land Records Modernization Program (DILRMP) in the state of Rajasthan. As envisaged under the guidelines of Land Resources Department working under the Ministry of Rural Development, Government of India, a Program Management Unit (PMU) has been duly constituted in the shape of a Registered Society called the Rajasthan Bhu Abhilekh Adhunikikaran Society (RBAAS) for efficient and coordinated implementation of the program and to achieve functional integration of the various components amongst the different departments and agencies of the state government.

Since the program is highly technical in nature, there is a provision of hiring of consultants by the PMU during its implementation period. Therefore, proposals are hereby invited for hiring of two (02) program consultants (Land Records and Survey / Resurvey).

CHAPTER – 3 :PRE-QUALIFICATION/ELIGIBILITY CRITERIA

- 1) The bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	Retired person from Central/State/PSUs/Autonomous bodies	Certificate of superannuation
2.	Age Limit	The bidder should not be more than 65 years of age as on the last date of receipt of applications.	Certificate of date of birth
3.	Last Post held	Minimum Inspector/ILR/Sadar Munsarim/Naib Tehsildar	Certificate of last post held
4.	Professional Expertise and Technical Capability	<p>The aspirant should have at least 10 years of experience dealing with land records and survey / resurvey activities. Preference will be given to those who have had experience of working in similar programs / projects / assignments like NLRMP/DILRMP:</p> <p align="center">OR</p> <p>The aspirant should have at least 10 years of experience dealing with land records and survey / resurvey activities, use of modern survey equipment (ETS, DGPS), knowledge of GIS software. Preference will be given to those who have had experience of working in similar programs / projects / assignments like</p>	<p>10 years work experience certificate in the relevant or similar field in Settlement, Survey and Land Records, Revenue department and other Government recognized institutions dealing in similar activities.</p> <p align="center">OR</p> <p>10 years work experience certificate in the relevant or similar field in Settlement, Survey and Land Records, Revenue department and other Government recognized institutions dealing in similar activities. Certificate in knowledge of</p>

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S. No.	Basic Requirement	Specific Requirements	Documents Required
		NLRMP/DILRMP.	GIS software.
5.	Present Occupation	Whether working/giving consultancy to any other Central/State/PSUs/Autonomous body	If yes, then proof of instrument of work
6.	Tax registration	The bidder should have a registered number of Income Tax / PAN number	Self-Attested- Copy of PAN
7.	Mandatory Undertaking	Undertaking as per specified format	A Self-Certified letter as per Annexure-1: Self-Declaration

CHAPTER -4- SCOPE OF WORK, DELIVERABLES, TIMELINES

The details of the work are as follows:-

The consultant/bidder is expected to facilitate the **RBAAS & Department of Land Settlement**, in the following broad areas of work relating to Land Records and Survey Resurvey:-

- a) Assist in adopting a suitable and appropriate approach for preparation of the land records and survey / resurvey components under the program.
- b) Assist in planning and execution for strengthening and restructuring of the Settlement Department with a view to efficient execution and timely completion of the program.
- c) Assist in establishment and operationalization of procedures and methodology for preparation of land records and implementation of survey / resurvey.
- d) Assist in supervision and monitoring of the tasks being performed by the vendors selected for survey / resurvey in the various districts.
- e) To advice the Department on the technical & technological aspects of the implementation of scope of work of the project.
- f) Assist in preparation of detailed project report (DPR), evaluation reports, guidelines and submission of projected Budgetary Estimates and Annual Action Plans.
- g) To put up the files with comments and observations as per the requirement.
- h) To interact and hold discussions with the various other implementing agencies / departments and the stakeholders for efficiency and timely execution of the program.
- i) Provide necessary inputs to Chairman and CEO, RBAAS and various implementing departments and agencies on implementation of the program.
- j) Attend meetings/ workshops/ trainings/ video conferences pertaining to the implementation of the program.
- k) Travel to the districts to hold meetings, trainings and workshops etc. with the various stakeholders.
- l) Assist in actual implementation of the program in the districts by the way of the field visits.
- m) Provide overall assistance to CEO, RBAAS (Settlement Commissioner -Raj.) in program implementation including its monitoring and supervision.
- n) The assignment shall be purely contractual in nature.
- o) The assignment will be initially for a period of one year. It may be extended on mutual consent and successfully delivery of services as per the rules.
- p) The agreement will be signed between the selected bidder and the procuring entity.
- q) Successful bidder shall provide/deliver the services for three working days in a week on continuous basis for the entire contract period. Apart from three working days, the bidder may also be called upon to attend office beyond these three days and also on Saturday/Sunday or any other holiday, in case of exigencies of work.

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- r) For travel purpose, Travel/ Daily Allowance (TA/DA) will be admissible as per the State Govt. rules / norms.

Timeline- On successful selection the selected bidder shall join the department and provide his services within 7 days of issue of work order

S. No	Deliverables	Time Period (Timeline)
1.	Monthly Progress Report of the works assigned and performed by the consultant duly verified by the OIC	On 1 st of each month

The provisions of RTPP Act 2012 and Rules, 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the latter shall prevail.

CHAPTER -5- INSTRUCTION TO BIDDER

1) Format and Signing of Bid

- The Bidders must submit their bid before the last submission date and time. The bid document fee and bid security should be submitted in original at Settlement Department Office.
- All the documents submitted should be sealed and signed by the bidder.
- The Single Stage two part techno-financial bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
Cover Letter		
1.	Covering Letter	On plain paper duly signed by bidder
2.	Fee Details	Receipt of Payment or D.D of Tender document fee and Bid Security
Technical Bid Documents to be submitted at e-procurement portal		
3.	All documents specified in Pre-Qualification/ Eligibility Criteria	As per Chapter-3
4.	Self- Declaration	As per Annexure-1
Financial Bid Documents to be submitted		
5.	Financial Bid	As per format available in Annexure-2

- The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

2) Opening of Bid

- The Bid shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB/ bidding document in the presence of the bidder who choose to be present.
- The committee shall conduct a preliminary scrutiny of the opened Bid to assess the prima-facie responsiveness and ensure that the:-
 - bid is valid for the period, specified in the bidding document;

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- b. bid is unconditional and
- c. Other conditions, as specified in the bidding document are fulfilled.

3) Selection Method

Selection will be based upon least cost based selection (L-1) and Interview basis. The bidder whose financial bid is lowest and found suitable during the interview process before the procurement committee, shall be adjudged as successful bidder and shall be considered for allotment of work by procurement entity.

- 4) **Performance Security:** Prior to execution of agreement, performance security shall be solicited from successful bidder. The amount of performance security shall be 5% of the amount of work order.
- 5) **Procuring entity's right to accept or reject Bid:** The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the bidder.

CHAPTER -6- SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1. Payment Terms and Schedule

- a) Payment shall be made as per monthly fixed amount to the consultant on the basis of acceptance of monthly report.
- b) TDS shall be deducted by department as per rules of Income Tax Department.
- c) The currency or currencies in which payments shall be made to the selected bidder under this Contract shall be Indian Rupees (INR) only.
- d) The payment shall be made promptly by the purchaser, on 7th of each month if 7th being a holiday (Government or Bank) than payment shall be made on next working day.
- e) In case of any dispute, the disputed amount shall be withheld and balance shall be released. The disputed amount will be paid only after the settlement of dispute.
- f) All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the CEO, RBAAS & Settlement Commissioner, Rajasthan and the decision of the CEO, RBAAS shall be final.

2. Service level Standards/Requirements/Agreements

- a) Successful bidder shall provide/deliver the services for three working days in a week on continuous basis for the entire contract period. Apart from three working days, the bidder may also be called upon to attend office beyond these three days and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.
- b) The consultants will mark their attendance in attendance register mandatorily. In case of absence of bidder during the contract period, no payment will be made for the days bidder is absent (per day payment will be calculated by dividing man.month period by number of working days in that month).
- c) The consultants are required to put up the files with comments and observations as per the requirement.

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- a) The consultants will convey the department regarding any other assignment/consultancy with any Government or Private organization currently pursuing and after selection in the department.
- d) The decision of the CEO, RBAAS on selection of consultants will be final and no correspondence on this subject will be entertained.
- e) Services of program consultant may be terminated on one month written notice at any time. Consultant may also leave the assignment on one month written notice.

3. Procuring entity's right to accept or reject Bid

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the bidder.

4. Cancellation of procurement process

If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.

- 5. The provisions of RTPP Act 2012 and Rules, 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the latter shall prevail.

ANNEXURE-1: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

In response to the NIB Ref. No. _____ dated _____ for Hiring for Services of Consultant for Land Records /Survey Resurvey in Settlement Department, I hereby declare that myself presently at the time of bidding, :-

- b) possess the necessary professional, technical, financial and managerial competence required by the Bidding Document issued by the Procuring Entity;
- c) am having unblemished record and have not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) do not have any debarment by any other procuring entity
- e) am not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- f) do not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- g) will comply with the code of integrity.

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- h) Will comply with the instructions given by CEO, RBAAS and Commissioner, Land Settlement Department from time to time.
- i) will convey the department regarding any other assignment/consultancy with any Government or Private organization currently pursuing and after my selection in your department.
- j) will keep confidentiality and shall not, without the written consent of the procuring entity hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Date: _____

Place: _____

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Annexure 2: Financial Bid Format

S. No.	Item Description (A)	No. of Months (B)	Man-Month Price per month (C)	Total Amount in figures for 12 Months (INR) D= BxC
1.	Survey Resurvey Consultant	12		
Grand Total				

- The bidder whose financial bid is lowest and found suitable during the Interview process before the procurement committee, shall be adjudged as successful bidder.
- TDS shall be deducted as per rules.

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ANNEXURE-3: FORM OF BID-SECURING DECLARATION

(To be submitted by bidder on Rs.50 stamp paper and 30% surcharge on stamp duty as per the notification issued by Finance Department, Rajasthan dated 23.12.2020)

Date:

Bid No.:

To:

..... I, the undersigned,

declare that:

I understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I accept that I am required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely: -

- a) when I withdraw or modify our bid after opening of bids;
- b) when I do not execute the agreement, if any, after placement of work order within the specified period;
- c) when I fail to commence the supply of the goods or service or execute work as per work order within the time specified;
- d) when I do not deposit the performance security within specified period after the work order is placed; and
- e) if I breach any provision of code of integrity

In addition to above, the State Government shall debar me from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

I understand this Bid Securing Declaration shall expire if: -

- i. I am not the successful Bidder;
- ii. the execution of agreement for procurement and performance security is furnished by me in case I am successful bidder;
- iii. thirty days after the expiration of my Bid.
- iv. the cancellation of the procurement process; or
- v. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed.:

Name:

:Dated :

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Check List: The bidder has to submit the check list along with the bid document mentioning the page no. at which the relevant documents are annexed:

S. No.	Basic Requirement	Specific Requirements	Documents Required	Page No.
1.	Fees	Tender Fess of Rs. 1000.0	Copy of the DD/Bankers Cheque from a scheduled bank DD No: Bank Name: Date:	
		Bid Security	Undertaking to be submitted as per Annexure-3(in compliance of the notification issued by Finance Department, Rajasthan dated 18.12.2020 and 23.12.2020.	
2.	Legal Entity	Retired person from Central/State/PSUs/Autonomous bodies	Certificate of superannuation from Service	
3.	Age Limit	The bidder should not be more than 65 years of age as on the last date of receipt of applications.	Certificate of date of birth	
4.	Last Post held	Minimum Inspector/ILR/Sadar Munsarim/Naib Tehsildar	Certificate of last post held	
5.	Professional Expertise and Technical Capability	<p>The aspirant should have at least 10 years of experience dealing with land records and survey / resurvey activities. Preference will be given to those who have had experience of working in similar programs / projects / assignments like NLRMP/DILRMP.</p> <p style="text-align: center;">OR</p> <p>The aspirant should have at least 10 years of experience dealing with land records and survey / resurvey activities, use of modern survey equipment (ETS, DGPS), knowledge of GIS software. Preference will be</p>	<p>10 years work experience certificate in the relevant or similar field in Settlement, Survey and Land Records, Revenue department and other Government recognized institutions dealing in similar activities.</p> <p style="text-align: center;">OR</p> <p>10 years work experience certificate in the relevant or similar field in Settlement, Survey and Land Records, Revenue department and other Government recognized institutions dealing in similar activities. Certificate in knowledge of GIS software.</p>	

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S. No.	Basic Requirement	Specific Requirements	Documents Required	Page No.
		given to those who have had experience of working in similar programs / projects / assignments like NLRMP/DILRMP.		
6.	Present Occupation	Whether working/giving consultancy to any other Central/State/PSUs/Autonomous body	Proof of instrument of work, if any	
7.	Tax registration	The bidder should have a registered number of Income Tax / PAN number	Self-Attested- Copy of PAN	
8.	Mandatory Undertaking	Undertaking as per specified format	A Self-Certified letter as per Annexure-1: Self-Declaration	