

RAIPUR DEVELOPMENT AUTHORITY

Bhakt Mata Karma Complex, New Rajendra Nagar, Raipur C.G.



Raipur Development Authority invites the tender for "Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization & Monitoring System for RDA".

For Tender document Fee, bid Security, eligibility criteria and other details as given in the RFP document, please visit the website <https://eproc.cgstate.gov.in> & <https://rdaraipur.cgstate.gov.in> for details.

- Bid start date: 18.07.2026
- Pre-bid meeting: 15.00, 24.07.2026, Raipur Development Authority, Bhakt Mata Karma Complex, New Rajendra Nagar, Raipur
- Due date for online submission of Bids (Technical and Financial): up to 17.30 on 07.08.2026
- Opening of Technical Proposal: From 16.00 on 10.08.2026
- For more information bidders may contact on following numbers: 9907840881, 9960445313
- Bidder may download the RFP documents and other terms and conditions from **website** <https://eproc.cgstate.gov.in> & <https://rdaraipur.cgstate.gov.in>. Any amendment/corrigendum in the tender document will only be uploaded on the e-Procurement website and shall not be published in any newspaper.

**Sd/-
CEO, RDA, Raipur**

RAIPUR DEVELOPMENT AUTHORITY



REQUEST FOR PROPOSAL

for

**Selection of Agency for GIS-Based Asset Mapping, Survey,
Digitization, and Monitoring System for RDA**

NIT No. 13 dated 16.07.2026

System Tender No.: 195725

Disclaimer

The information contained in this Request for Proposals document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority 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 of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority 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.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

NOTICE INVITING TENDER

NIT No: 13

Date: 16.07.2026

Raipur Development Authority (RDA) invites proposal from reputed organization / Consultant for “GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA”. Interested firms may submit their proposals on e-procurement portal i.e. <https://eproc.cgstate.gov.in> as per below mentioned details:

1	Tender document Fee	Non-refundable/ non-adjustable fee of INR 10,000 (Rupees Ten Thousand only) plus applicable GST to be paid online through e-Procurement platform
2	Earnest Money Deposit (EMD) / Bid Security	Refundable amount of INR 3,00,000 (Rupees Three Lakh only) to be paid online through e-Procurement platform or online transfer through RTGS / NEFT.
3	Date of publication of NIT	18.07.2026
4	Date of downloading RFP document	18.07.2026
5	Last date to send in requests for clarifications on the Tender	Pre-Bid queries shall be sent to rda.raipur@cg.gov.in as per format attached in this RFP before the pre-bid meeting date
6	Time, Date and Venue for Pre-Bid Conference	15:00, 24.07.2026 Raipur Development Authority Bhakt Mata Karma Complex New Rajendra Nagar, Raipur – 492006 Chhattisgarh, India
7	Last date and time for uploading of proposals in e-Procurement platform	Up to 17:30 on 07.08.2026
8	Time and date for opening of Technical Proposals	at 16:00 on 10.08.2026
9	Time and date for opening of Financial Proposals	To be intimated later

- A firm will be selected as per the criteria and procedures described in the RFP.
- No proposal will be accepted without valid Tender document fee and EMD. No liability will be accepted for downloading the incomplete RFP/document.
- The Chief Executive Officer, Raipur Development Authority (RDA) reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicants of the grounds.

Sd/-

**Chief Executive Officer
Raipur Development Authority
Raipur, C.G.**

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Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization & Monitoring System for RDA

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Glossary

Consultant	As defined in Clause 1.2
Agreement	As defined in Schedule-2
Applicable Laws	As defined in Schedule-2
Applicant / Bidder	As defined in Clause 2.1.1
Associate	As defined in Clause 2.6.3
Authorised Representative	As defined in Clause 2.16.3
Authority	As defined in Clause 1.1.6
Bid Security	As defined in Clause 2.23
Conditions of Eligibility	As defined in Clause 2.2.1
Conflict of Interest	As defined in Clause 2.6.1
CV	Curriculum Vitae
Documents	As defined in Clause 2.12
Effective Date	As defined in Clause 9.1 of Schedule-2
Financial Proposal	As defined in Clause 2.18
Form of Agreement	Form of Agreement as in Schedule-2
Indemnified Party	As defined in Clause 2.29.3
Indemnified Persons	As defined in Clause 2.29.1
Indemnifying Party	As defined in Clause 2.29.3
INR, Re, Rs.	Indian Rupee(s)
LOA	Letter of Award/Acceptance
Official Website	As defined in Clause 1.9.2
Personnel	As defined in Clause 8.1.1 (k) of Schedule-2
Prohibited Practices	As defined in Section 4 of RFP
Project	As defined in Clause 1.1.6
Proposal	As defined in Clause 1.2
Proposal Due Date or PDD	As defined in Clauses 1.5
RFP	As defined in Disclaimer
Selected Applicant	As defined in Clause 1.6
Selection Process	As defined in Clause 1.6
Services	As defined in Clause 8.1.1 (m) of Schedule-2
Statutory Auditor	An Auditor appointed under Applicable Laws
Technical Proposal	As defined in Clause 2.17
TOR	As defined in Clause 1.1.6

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

1. INTRODUCTION

1.1 Background

- 1.1.1 The Raipur Development Authority (RDA) is a statutory urban development authority constituted under the Chhattisgarh Town and Country Planning Act, 1973 for the planned and systematic development of Raipur city and its adjoining areas. Originally established as the Town Improvement Trust in 1963 and later upgraded as Raipur Development Authority in 1977, RDA has been playing a significant role in urban infrastructure development, housing, land management, and implementation of various public welfare and city development projects.
- 1.1.2 RDA is responsible for preparation and execution of residential and commercial schemes, road infrastructure, public amenities, and urban renewal projects in Raipur. The Authority has developed several landmark projects and housing schemes aimed at providing planned urban infrastructure and affordable housing facilities to different sections of society. Major township developments undertaken by RDA include large-scale integrated housing and infrastructure projects such as Kaushalya Mata Vihar, Indraprastha, Devendra nagar, Shailendra nagar etc.
- 1.1.3 With the rapid growth of Raipur as the capital city of Chhattisgarh, RDA continues to contribute towards sustainable urbanization, modernization of civic infrastructure, and creation of a well-planned urban environment. The Authority works in coordination with various Government departments and agencies to ensure balanced urban growth, improved public services, and enhanced quality of life for citizens. Through its continuous developmental initiatives, RDA remains committed towards transforming Raipur into a modern, sustainable, and citizen-centric urban center.

About the Project

- 1.1.4 The Raipur Development Authority (RDA) intends to implement a comprehensive GIS-based Asset Mapping and Monitoring System for all movable and immovable assets, land parcels, buildings, infrastructure properties and related records under its jurisdiction. The selected Bidder shall undertake end-to-end activities including assessment of existing records, digitization, drone survey, GIS base map preparation, mobile application development, field survey, asset verification, database creation, integration with GIS platform, development/customization of Asset Management Software, and establishment of a centralized monitoring system.
- 1.1.5 The selected Bidder shall provide all manpower, software, hardware, technical expertise, survey equipment, drones, logistics, cloud/server support, and related services required for successful execution of the project.
- 1.1.6 In pursuance of the above, the Raipur Development Authority (RDA) (the “**Authority**”) has decided to carry out the process for selection of Consultant for “GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA” (the “**Project**”). The duration of the assignment shall be **16 (sixteen) months including 12 (twelve) months of Hand-holding period**. The Consultant shall perform the activities in accordance with the detailed scope of work and Terms of Reference (the “**TOR**”) as specified in Schedule-1.

1.2 Request for Proposal

The Authority invites proposals (the “**Proposals**”) for selection of Consultant (the “**Consultant**”) for “GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA”, in conformity with the TOR (collectively the “**Service**”) and guidelines issued by

Government of India / Govt. of Chhattisgarh, if any, from time to time. The Authority intends to select the Consultant through an open “National Competitive Bidding” process in accordance with the procedure set out herein.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority and the Project site, sending written queries to the Authority, and attending a Pre-Proposal Conference on the date and time specified in Clause 1.9

1.4 Sale of RFP Document

RFP document can be downloaded from the website of <https://eproc.cgstate.gov.in>. However, the bids of only those Applicants shall be considered for evaluation that have made online payment of required fee for the RFP document plus applicable GST and service/gateway charges if any. Without the copy of acknowledgement of payment, bids will not be accepted. The Fee, as prescribed in “Notice Inviting Tender” (NIT), is to be paid by the bidder by making online payment only against this RFP.

1.5 Validity of the Proposal

The Proposal shall be valid for a period of not less than 120 (one hundred and twenty) days from the Proposal Due Date (the “PDD”).

1.6 Brief description of the Selection Process

The Authority has adopted a **one-stage-two-envelope** selection process (collectively the “**Selection Process**”) for evaluating the Proposals comprising of technical bids and financial bids to be submitted by the Applicant. For avoidance of doubt, both the Technical Proposal and the Financial Proposal shall be submitted only in soft copy online through e-procurement portal. In the first stage, a technical evaluation will be carried out as specified in Clause 3.1. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Clause 3.1.1. The applicants who qualifies the technical evaluation criteria shall only be considered for opening of financial bid. In the second stage, a financial evaluation will be carried out. Proposals will be ranked according to the Quality and Cost Based Selection (QCBS) as specified in Clause 3.3. The first ranked Applicant (the “**Selected Applicant**”) shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

1.7 Schedule of Selection Process

The Authority would endeavour to adhere to the stated schedule as per brief NIT.

1.8 Pre-Proposal visit to the Site and inspection of data

Prospective Applicants may visit the site on their own and review the available data at any time prior to PDD. For this purpose, they will provide at least two days’ notice to the Authority.

1.9 Pre-Proposal Conference

The date, time and venue of Pre-Proposal Conference shall be:

Date and Time: As mentioned in Clause 1.7

Venue: As mentioned in Clause 1.9.1

- 1.9.1 All communications including the submission of Proposal should be addressed to:
- Chief Executive Officer
Raipur Development Authority
Bhakt Mata Karma Complex
New Rajendra Nagar, Raipur – 492006
Chhattisgarh, India
e-mail: rda.raipur@cg.gov.in
- 1.9.2 The **Official Website** of the Authority is:
- <https://eproc.cgstate.gov.in>
- 1.9.3 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:
- RFP NOTICE NO. (as per brief NIT) for “Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA”.**

2. INSTRUCTIONS TO APPLICANTS

A. GENERAL

2.1 Scope of Proposal

- 2.1.1 Detailed description of the objectives, scope of services and other requirements relating to this Assignment are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for providing the services, it may participate in the Selection Process individually (the “**Sole Firm**”) in response to this invitation. **No Consortium / Joint Venture / Association is allowed to participate under this RFP.** The term applicant / bidder (the “**Applicant / Bidder**”) means the Sole Firm. The way the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Authority as per Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.
- 2.1.3 The Applicant shall submit its Proposal in the form and manner specified in the Schedule-3 of this RFP. The Technical proposal shall be submitted in the form at Appendix-I and the Financial Proposal shall be submitted in the form at Appendix-II. Upon selection, the Applicant shall be required to enter into an agreement with the Authority in the form specified at Schedule-2.
- 2.1.4 **Key Personnel**

The Applicant’s team (the “**Consultancy Team**”) must have a team of experts who can produce best quality and timely deliverables. The minimum team of key personnel (the “**Key Personnel**”) of the consultant must consist of the following personnel:

Positions	Number	Minimum Educational Qualification	Minimum Work Experience
Team Leader cum Project Coordinator	1	Degree in MCA/ BE (Computer or IT)/ GIS/Geoinformatics/ Remote Sensing from a recognized institution.	• Minimum 7 years of professional experience working in related field. • Minimum 3 years of experience working with Government / Semi-Government organizations. • Should have experience of working on minimum 2 similar assignments and as a Team Leader for minimum 1 similar assignment. • Should have good communication skills in Hindi and English.
GIS Expert	1	Degree or PG Diploma in GIS/ Geoinformatics/ Remote Sensing from a recognized institution.	• Minimum 5 years of experience in GIS mapping, geo-referencing, GIS database management, or GIS-based survey projects. • Working knowledge of GIS software, GPS/geo-tagging and survey data handling. • Ability to support field survey teams

Positions	Number	Minimum Educational Qualification	Minimum Work Experience
			and prepare GIS maps and reports.
Web Developer	1	Degree in BCA/ MCA/ BE (Computer or IT)	• Minimum 3 year of experience in web development. • Should have industrial experience of working in .net or JAVA technologies. • Should have knowledge of server site scripting. • Should have knowledge of Microsoft SQL server, Mysql, Postgresql, Python, database management.
Mobile App Developer	1	Degree in BCA/ MCA/ BE (Computer or IT)	• Minimum 3 year of industrial experience in mobile app development. • Should have industrial experience of flutter application or JAVA technologies. • Should have knowledge about cross platform working development. • Android and iOS development knowledge
Data Validation Staff	1	Graduate in any discipline from a recognized institution.	• Minimum 3 year of experience in data entry, data validation, MIS work, survey data checking, or record verification activities. • Should have working knowledge of computer applications, MS Office, and database handling. • Ability to verify survey records, check data accuracy, identify mismatches, and support reconciliation of field data with existing records.
Surveyor	2	Graduate in any discipline from a recognized institution.	• Minimum 2 year of experience in field survey, door-to-door survey, asset/property survey, or data collection work using handheld devices / mobile applications. • Ability to conduct property verification, geo-tagged photo collection, and field data entry. • Basic knowledge of mobile/GPS-based survey applications.

2.2 Conditions of Eligibility of Applicants

2.2.1 Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

2.2.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfil the following:

A. Technical Capacity:

S. No.	Eligibility Criteria	Supporting Documents Required
1	The Applicant participating in the selection process may either be: - Registered under Company's Act 1956 / 2013, or; - Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or partnership firm registered as per Indian Partnership Act 1932, or; - Sole Proprietorship.	Copy of Certificate of Incorporation / Registration of the Applicant.
2	The Applicant must have a valid GST and PAN card registration in India	Copy of GST and PAN card.
3	The Applicant should have been awarded and successfully executed door to door property survey / Household survey using mobile / handheld electronic devices for at least 5,000 properties / units / households in a single project by Central or State Government / any other Government institutions in India.	Copy of Agreement / Letter of Award / Work Order along with Completion Certificate from Clients / self-certification of complete payment received and closure of project.
4	The Applicant should have been awarded and successfully executed at least 1 project of minimum 10 sq.km involving GIS data development and creation of Spatial Layers using High Resolution Satellite Imagery / Mobile LiDAR / Drone / DGPS by Central or State Government / any other Government institutions in India.	Copy of Agreement / Letter of Award / Work Order along with Completion Certificate from Clients / self-certification of complete payment received and closure of project.
5	The Applicant should have been awarded and successfully executed development of Web and Mobile Applications for Survey and its Integration with MIS and GIS data for at least 1 project by Central or State Government / any other Government institutions in India with value of at least 10 (ten) Lakhs.	Copy of Agreement / Letter of Award / Work Order along with Completion Certificate from Clients / self-certification of complete payment received and closure of project.
6	An Applicant should have, during the last 3 (three) years from PDD, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant.	Self-Declaration as per Appendix I: Form 11

Note: Attach documentary evidence along with technical proposal. The work should have been directly allotted to the Applicant by Central or State Government / any other Government institutions in India. No sub-letting experience shall be considered.

B. Financial Capacity:

S. No.	Eligibility Criteria	Supporting Documents
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		Required
1	The Applicant should have minimum average annual consultancy turnover of INR 3.0 Cr. (Rupees Three Crore) during the last 3 (three) financial years ending on 31 st March 2026 as per the audited annual reports duly certified by the Statutory Auditor with valid UDIN.	Certificate (s) from its Statutory Auditor with valid UDIN along with copies of audited annual reports.
2	The Applicant should have minimum Net-Worth of INR 1.0 Cr. (Rupees One Crore) as on 31 st March 2026.	Certified by the Statutory Auditor with valid UDIN along with copies of audited annual reports.

Note: Attach documentary evidence along with technical proposal. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

If audited financial statements for FY 2025-26 is not available, Bidder shall consider Turnover and Net Worth requirement from previous 3 (three) financial year i.e. FY 2024-25, FY 2023-24 and FY 2022-23 for Turnover and as on 31st March 2025 for Net Worth.

2.3 Availability of Key Personnel

- 2.3.1 The Applicant shall offer and make available the Team Leader cum Project Coordinator and other Key Personnel, meeting the requirements specified in Clause 2.1.4, to attend and participate in meetings, conferences, and discussions with the Authority and relevant stakeholders.
- 2.3.2 If any point of time during the Selection Process or during the course of the Assignment, the Authority discovers that a false averment regarding qualification, experience or other particulars of any Key Personnel(s) has been made, the Personnel(s) shall be liable to be debarred for any future assignment of the Authority for a period of 3 (three) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.

2.4 Substitution of Key Personnel

- 2.4.1 The Authority will not normally consider any request of the Selected Applicant for substitution of the Key Personnels. Substitution will, however, only be permitted on health ground, resignation or death of the Key Personnel, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.
- 2.4.2 Replacement of Key Personnel may attract a penal provision:
- Substitution of first 2 key personnel shall not attract any penal provision.
 - Penalty equivalent to 0.5% of the total contract value on substitution of any further key personnel.

However, the total penalty levied during the project duration shall not be more than 10% of the total Consultancy Fee / Agreement value.

The Authority can request for the replacement of any of the Key Personnel mentioned above, in case of non-performance or non-adherence of procedures. In such case, a replacement of equal or better qualified and experienced personnel to the satisfaction of the Authority, shall be provided by the consultant within 15 (fifteen) days.

2.5 Others

- 2.5.1 The Applicant should submit a Power of Attorney of authorized representative as per the format at Form-4 of Appendix-I; provided, however, that such Power of Attorney would not be required if the Application is signed by a Proprietor, Partner or Director (on the Board of Directors) of the Applicant.
- 2.5.2 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- 2.5.3 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format, without changing the content of the forms, making due provision for incorporation of the requested information.

2.6 Conflict of Interest

- 2.6.1 An Applicant shall not have a conflict of interest that may affect the Selection Process (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, the time, cost and effort of the Authority including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- 2.6.2 The Authority requires that the Consultant provides professional, objective, and impartial service and at all times hold the Authority’s interest paramount, avoid conflict with other assignments or its own interest, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- 2.6.3 Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
 - a) the Applicant or its Associate (or any constituent thereof) (the “**Member**”) and any other Applicant or its Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its Member or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 2.6.3(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “**Subject Person**”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the

Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or

- b) a constituent of such Applicant is also a constituent of another Applicant; or
- c) such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
- d) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- e) such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or
- f) there is a conflict among this and other service assignments of the Applicant (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing services to the Authority for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- g) a firm which has been engaged by the Authority to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as provided in Clause 2.6.4; conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or
- h) the Applicant, its Member or Associate (or any constituent thereof), and the bidder or Concessionaire, if any, for the Project, its contractor(s) or sub-contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be,) in the bidder or Concessionaire, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such Concessionaire or its contractor(s) or sub-contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant (the "**Associate**"); provided, however, that if the Applicant has any formal arrangement such as consortium membership in a consortium of Service Provider / advisers for a particular assignment / project, not being this project, with any other person, then such other person shall not be treated to be an Associate of the Applicant solely due to the reason of forming such consortium. As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty percent) of the voting shares of such person, and with respect to a person

which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract. **For avoidance of doubt, the Technical Capacity and Financial Capacity of Associates shall not be considered under this RFP.**

- 2.6.4 An Applicant eventually appointed to provide Consultancy for this Project, and its Associates, shall be disqualified from subsequently providing goods or works or services related to the construction and operation of the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 5 (five) years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services performed for the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's firm or a person who holds more than 5% (five per cent) of the subscribed and paid-up share capital of the Consultant, as the case may be, and any Associate thereof.

2.7 Number of Proposals

Each Applicant shall submit only one (1) Proposal, in response to this 'RFP'. Any Applicant, who submits more than one Proposal, will be disqualified.

2.8 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.9 Visit to the Authority and verification of information

Applicants are encouraged to submit their respective Proposals after visiting the office of the Authority and ascertaining for themselves the availability of documents and other data with the Authority, Applicable Laws and regulations or any other matter considered relevant by them.

2.10 Acknowledgement by Applicant

- 2.10.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from the Authority;
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in Clause 2.9 above;
- (d) satisfied itself about all matters, things and information, including matters referred to in Clause 2.9 herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

- 2.10.2 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of

or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

2.11 Right to reject any or all Proposals

2.11.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.11.2 Without prejudice to the generality of Clause 2.11.1, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation / improper response by the Applicant may lead to the disqualification of the Applicant.

B. DOCUMENTS

2.12 Contents of the RFP

This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.14:

Request for Proposal

- 1 Introduction
- 2 Instructions to Applicants
- 3 Criteria for Evaluation
- 4 Fraud and Corrupt Practices
- 5 Pre-Proposal Conference
- 6 Miscellaneous

Schedules

- 7 Schedule 1 – Terms of Reference
- 8-17 Schedule 2 – Draft Contract Agreement
- 18 Schedule 3 – Appendices
 - Appendix - I: Technical Proposal
 - Form 1: Letter of Proposal
 - Form 2: Particulars of the Applicant
 - Form 3: Statement of Legal Capacity
 - Form 4: Power of Attorney in favour of Authorised Signatory
 - Form 5: Financial Capacity of the Applicant
 - Form 6: Abstract of Eligible Assignments of the Applicant
 - Form 7: Eligible Assignments of Applicant
 - Form 8: Particulars of Key Personnel
 - Form 9: Curriculum Vitae (CV) of Proposed Key Personnel

Form 10: Proposed Approach & Methodology

Form 11: Declaration - No Performance Failures, Expulsions, or Terminations

Appendix - II: Financial Proposal

Form 1: Covering Letter

Form 2: Financial Proposal

2.13 Clarifications

- 2.13.1 Applicants requiring any clarification on the RFP may send their queries to the Authority in writing by speed post/ courier/ or by e-mail so as to reach before the date mentioned in the Schedule of Selection Process at Clause 1.7. The envelopes / subject of the email shall clearly bear the following identification:

"Queries concerning RFP for - Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA".

The Authority shall endeavour to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Due Date. The Authority will post the reply to all such queries on the website <https://eproc.cgstate.gov.in> without identifying the source of queries.

- 2.13.2 The Authority reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.13 shall be construed as obliging the Authority to respond to any query or to provide any clarification and under such conditions the provision under RFP shall prevail.

2.14 Amendment of RFP

- 2.14.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum / Corrigendum / Amendment and posting it on the Official Website.
- 2.14.2 The revised RFP with such Addendum / Corrigendum / Amendment will be binding on all Applicants.
- 2.14.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

C. PREPARATION AND SUBMISSION OF PROPOSAL

2.15 Language

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.16 Format and signing of Proposal

- 2.16.1 The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 2.16.2 The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page. In case of printed and published documents also each pages shall be initialled. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal.
- 2.16.3 The Proposals must be properly signed by the authorised representative (the “**Authorised Representative**”) as detailed below:
- a) by the proprietor, in case of a proprietary firm; or
 - b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
 - c) by a duly authorised person holding the Power of Attorney, in case of a Limited Company / Corporation.
- A copy of the Power of Attorney certified by a notary public in the form specified in Appendix-I (Form-4) shall accompany the Proposal.
- 2.16.4 Applicants should note the PDD for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents submitted online by the closing time of PDD as specified in Clause 2.20. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

2.17 Technical Proposal

- 2.17.1 Applicants shall submit the digitally signed technical proposal online at <https://eproc.cgstate.gov.in> in the formats at Appendix-I (the “**Technical Proposal**”).
- 2.17.2 While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:
- a) the Bid Security is submitted as per the provisions laid down at Clause 2.23;
 - b) all forms are submitted in the prescribed formats and signed by the prescribed signatories;
 - c) power of attorney, if applicable, is executed as per Applicable Laws;
 - d) Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down at Clause 2.1.4 of the RFP;
 - e) no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
 - f) the CVs have been recently signed and dated, in blue ink by the respective Personnel and countersigned by the Applicant; and
 - g) Key Personnel would be available for the period indicated in the TOR.
- 2.17.3 Failure to comply with the requirements spelt out in this Clause 2.17.2 shall make the Proposal liable to be rejected.
- 2.17.4 The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 2.17.5 The proposed team shall include experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and managerial/support staff (the “**Support Personnel**”) such that the Consultant should be able to complete the Consultancy within the specified

time schedule. The Key Personnel specified in Clause 2.1.4 shall be included in the proposed team of Professional Personnel. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy, in addition to the key Personnel specified in Clause 2.1.4 with no additional cost.

- 2.17.6 The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority hereunder.
- 2.17.7 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

In such an event, the Authority shall forfeit and appropriate the Bid Security and/or Performance Security, as the case may be, as mutually agreed pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

2.18 Financial Proposal

2.18.1 Submission of Financial Proposal

- a) Applicant shall download the excel for Financial Proposal from e-portal.
- b) Applicant shall fill the excel and upload the Financial Proposal on e-portal.

Note – Financial Proposal shall be submitted ONLINE ONLY

2.18.2 Along with Technical Proposal, a blank copy of the formats at Appendix-II (the “**Financial Proposal**”) duly signed by the Applicant’s Authorised Representative shall also be submitted.

2.18.3 While submitting the Financial Proposal, the Applicant shall ensure the following:

- a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes (excluding GST) shall be deemed to be included in the cost shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
- c) Cost of Consultancy shall be expressed in INR.

2.19 Submission of Proposal

- 2.19.1 The Applicants shall submit its Proposal (the Technical Proposal and the Financial Proposal), on the Official Website (<https://eproc.cgstate.gov.in>), duly signed in digital form by the authorised signatory of the Applicant, no later than the date and time specified as the Proposal Due Date, by uploading the complete and legible scanned / digital copies of Technical and Financial Proposal in PDF format (i.e. scanned copies of original signed documents and supporting documents) with all pages numbered serially and by giving an index of submissions. The document submitted in the Proposal should be scanned in at least 100 dpi. Each page of the submission shall be initialled by the Authorised Representative of the Applicant as per term of this RFP.
- 2.19.2 The proposal should be submitted on the document downloaded from Official Website. The Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the document used for submission by the Applicant and the version uploaded by the Authority, the latter shall prevail.
- 2.19.3 The Proposal will contain a 'Technical Proposal' and a 'Financial Proposal'. The 'Technical Proposal' shall contain the Application in the prescribed format (Form 1 of Appendix-I) along with Forms 2 to 11 of Appendix-I and supporting documents along with Bid Security as mentioned in Clause 2.23.1 and proof of tender document fee payment. The 'Financial Proposal' shall contain the financial proposal in the prescribed format (Forms 1 & 2 of Appendix-II) along with uploading the excel for Financial Proposal downloaded from e-portal.
- 2.19.4 Both the Technical Proposal and Financial Proposal shall be typed and signed by the Authorised Representative of the Applicant. All pages of the Technical Proposal and Financial Proposal must be numbered and initialled by the person or persons signing the Proposal.
- 2.19.5 Proposals submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- 2.19.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- 2.19.7 The rates quoted shall be firm throughout the period of performance of the assignment upto and including discharge of all obligations of the Consultant under the Agreement.

2.20 Proposal Due Date (PDD)

- 2.20.1 Proposal should be submitted on or before the PDD specified in Clause 1.7 in the manner and form as detailed in this RFP.
- 2.20.2 The Authority may, in its sole discretion, extend the PDD by issuing an Addendum in accordance with Clause 2.14 uniformly for all Applicants.

2.21 Late Proposals

Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

2.22 Modification/ substitution/ withdrawal of Proposals

- 2.22.1 The Applicant may modify, substitute or withdraw its Proposal after submission prior to Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder on or after the Proposal Due Date.
- 2.22.2 Any alteration/ modification in the Proposal or additional information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.23 Bid Security

- 2.23.1 The Applicant shall furnish as part of its Proposal, a Bid Security (the “**Bid Security**”) of value as mentioned in the NIT to be paid online through e-Procurement payment gateway or online transfer through RTGS / NEFT to the account set out below, returnable not later than 120 (one hundred twenty) days from PDD. The copy of the proof of submission of bid security is to be submitted in technical proposal.

Beneficiary Name	CEO RDA POOL ACCOUNT
Bank's name	HDFC Bank
Account Number	50100511740266
Branch & Address	Ground Floor, Shubham Corporate, Telibandha Square, Ring Road, Raipur 492006 (C.G.)
IFSC	HDFC0005083
GST No.	22AAALR0107R1Z1
PAN	AAALR0107R

- 2.23.2 Any Bid not accompanied by the requisite Bid Security shall be rejected by the Authority as non-responsive.
- 2.23.3 The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 2.23.4 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, *inter alia*, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
- If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;
 - If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
 - If the Selected Applicant fails to reconfirm its commitments during negotiations as required vide Clause 2.28.1;
 - If the Selected Applicant fails to furnish the Performance Security within the prescribed period as specified in Clause 2.24;
 - If the Selected Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 2.32 and 2.33 respectively; or
 - If the Applicant is found to have a Conflict of Interest as specified in Clause 2.6.

2.24 Performance Security

- 2.24.1 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and

appropriated by the Authority as the mutually agreed pre-estimated compensation and damages payable to the Authority for, *inter alia*, the time, cost and effort of the Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- a) If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;
- b) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.6; and
- c) If the selected Applicant commits a breach of the Agreement.

2.24.2 Within 14 (fourteen) days from the receipt of Letter of Acceptance (LOA) and prior to signing of the Contract, the successful Applicant shall furnish the Performance Security of INR 5,00,000 (Rupees Five Lakh only), in accordance with the Terms & Conditions of Contract, in the form of Bank Guarantee in prescribed form or FDR for validity till end of contract duration plus 3 (three) months.

D. EVALUATION PROCESS

2.25 Evaluation of Proposals

2.25.1 The Authority shall open the Proposals as specified in Clause 1.7, at the place specified in Clause 1.9.1 and in the presence of the Applicants who choose to attend. The envelopes marked "Technical Proposal" shall be opened first.

2.25.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.22 shall not be opened.

2.25.3 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a) It is accompanied by Tender document Fee and Earnest Money Deposit / Bid Security of requisite amount
- b) the Technical Proposal is received in the form specified at Appendix-I;
- c) it is received by the PDD including any extension thereof pursuant to Clause 2.20;
- d) it is signed and marked as stipulated in Clauses 2.16 and 2.19;
- e) it is accompanied by the Power of Attorney as specified in Clause 2.5.1;
- f) it contains all the information (complete in all respects) as requested in the RFP;
- g) it does not contain any condition or qualification; and
- h) it is not non-responsive in terms hereof.

2.25.4 The Authority reserves the right to reject any Proposal, which is non-responsive, and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

2.25.5 The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Section 3 of this RFP.

2.25.6 After the technical evaluation, the Authority shall prepare a list of qualified Applicants in terms of Clause 3.1 for opening of their Financial Proposals. The Financial Proposal will be opened online on the official website. Before opening of the Financial Proposals, the shortlist of technically responsive qualified Applicants will be informed on the official website. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clause 3.3.

- 2.25.7 Applicants are advised that selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 2.25.8 Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Service is subsequently awarded to it.

2.26 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.27 Clarifications

- 2.27.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.27.2 If an Applicant does not provide clarifications sought under Clause 2.27.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

E. APPOINTMENT OF CONSULTANT

2.28 Negotiations

- 2.28.1 The Selected Applicant may, if necessary, be invited for negotiations. The negotiations may be for re-confirming the obligations of the Consultant under this RFP. Issues such as understanding of the RFP, methodology and work plan, deployment of Personnel etc shall be discussed during negotiations. The negotiations shall conclude with a review of amended draft contract and preparation of minutes of negotiation both of which shall be signed by the Authority's and the Applicant's authorised representative.

2.29 Indemnity

- 2.29.1 General indemnity

The selected Consultant will indemnify, defend, save and hold harmless the Authority and its officers, servants, agents, Government Instrumentalities and Government owned and/or controlled entities/enterprises, (the "**Indemnified Persons**") against any and all suits, proceedings, actions, demands and claims from third parties for any loss, damage, cost and expense of whatever kind and nature, whether arising out of any breach by the selected

Consultant of any of its obligations under this Agreement or any related agreement or on account of any defect or deficiency in the provision of services by the selected Consultant to the Authority or to any User or from any negligence of the selected Consultant under contract or tort or on any other ground whatsoever, except to the extent that any such suits, proceedings, actions, demands and claims have arisen due to any negligent act or omission, or breach or default of this Agreement on the part of the Authority Indemnified Persons.

2.29.2 Indemnity by the selected Consultant

- (a) Without limiting the generality of Clause 2.29.1, the selected Consultant shall fully indemnify, hold harmless and defend the Authority and Authority Indemnified Persons from and against any and all loss and/or damages arising out of or with respect to:
- failure of the selected Consultant to comply with Applicable Laws and applicable permits;
 - payment of taxes required to be made by the selected Consultant in respect of the income or other taxes of the Consultant's, Sub-Consultant's and representatives; or
 - non-payment of amounts due as a result of materials or services furnished to the selected Consultant or any of its Sub-Consultant's which are payable by the Consultant or any of its Sub-Consultant's.
- (b) Without limiting the generality of the provisions of this Clause 2.29, the selected Consultant shall fully indemnify, hold harmless and defend the Authority Indemnified Persons from and against any and all suits, proceedings, actions, claims, demands, liabilities and damages which the Authority Indemnified Persons may hereafter suffer, or pay by reason of any demands, claims, suits or proceedings arising out of any accidents, consumer complaints, claims by regulatory bodies, claims of employees, union, third party claims, claims of infringement of any domestic or foreign patent rights, copyrights or other intellectual property, proprietary or confidentiality rights with respect to any materials, information, design or process used by the selected Consultant or by the Consultant's contractors in performing the Consultant's obligations or in any way incorporated in or related to the Project. If in any such suit, action, claim or proceedings, a temporary restraint order or preliminary injunction is granted, the selected Consultant shall make every reasonable effort, by giving a satisfactory bond or otherwise, to secure the revocation or suspension of the injunction or restraint order. If, in any such suit, action, claim or proceedings, the Project, or any part thereof or comprised therein, is held to constitute an infringement and its use is permanently enjoined, the selected Consultant shall promptly make every reasonable effort to secure for the Authority a licence, at no cost to the Authority, authorizing continued use of the infringing work. If the selected Consultant is unable to secure such licence within a reasonable time, the selected Consultant shall, at its own expense, and without impairing the specifications and standards, either replace the affected work, or part, or process thereof with non-infringing work or part or process, or modify the same so that it becomes non-infringing.

2.29.3 Notice and contest of claims

In the event that the Authority or either of the Indemnified Persons receives a claim or demand from a third party in respect of which it is entitled to the benefit of an indemnity under this Clause 2.29 (the "**Indemnified Party**"), it shall notify the selected Consultant (the "**Indemnifying Party**") within **15 (fifteen) days** of receipt of the claim or demand and shall not settle or pay the claim without the prior approval of the Indemnifying Party, which approval shall not be unreasonably withheld or delayed. In the event that the Indemnifying Party wishes to contest or dispute the claim or demand, it may conduct the proceedings in

the name of the Indemnified Party, subject to the Indemnified Party being secured against any costs involved, to its reasonable satisfaction.

2.29.4 No consequential claims

Notwithstanding anything to the contrary contained in this Agreement, in no event shall any Party, its officers, employees or agents be liable to indemnify the other Party for any matter arising out of or in connection with this Agreement in respect of any indirect or consequential loss, including loss of profit, suffered by such other Party.

2.30 Validity of Contract

- 2.30.1** The contract, if awarded, shall be for a period of **16 (sixteen) months including 12 (twelve) months of Hand-holding period** from the date of signing of Agreement subject to continuous satisfactory performance. In case of breach of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Authority shall have the right to terminate the contract by giving a notice of 30 days in addition to forfeiting the performance security amount deposited by the selected Consultant and initiating administrative actions for blacklisting etc. solely at the discretion of the Authority.

2.31 Award of Consultancy

After selection, a Letter of Acceptance (the “**LOA**”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Applicant to acknowledge the LOA.

2.32 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within 14 (fourteen) days or as prescribed by the Authority. The Selected Applicant shall not be entitled to seek any deviation in the Agreement. All cost associated with execution of Agreement shall be solely borne by the Selected Applicant.

2.33 Commencement of Assignment

The Consultant shall commence the Services at the Project site within 7 (seven) days from the date of execution of Agreement or such other date as may be notified by the Authority. If the Consultant fails to either sign the Agreement as specified in Clause 2.32 or commence the assignment as specified herein, the Authority may withdraw the LOA and cancel the tender process. In such event, the Bid Security of the selected Consultant shall be forfeited and appropriated in accordance with the provisions of Clause 2.23.4.

2.34 Proprietary data

Subject to the provisions of Clause 2.26, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Work shall be the property of the Authority.

3. CRITERIA FOR EVALUATION

3.1 Evaluation of Technical Proposals

3.1.1 In the first stage, the Technical Proposal will be evaluated broadly on the basis of Applicant's technical and financial capacity and its presentation on proposed Approach, Methodology, Workplan etc. Only those Applicants whose Technical Proposals score 60 marks or more out of 100 marks shall be ranked as per score achieved by them, from highest to the lowest technical score (S_T).

3.1.2 The scoring criteria to be used for evaluation shall be as follows.

S. No.	Particular	Criteria	Marks	Maximum Marks	Required Document
Company Credentials (A = 20 Marks)					
1	Average annual consultancy turnover during last 3 (three) financial years ending on 31 st March 2026	INR 3.0 - 5.0 Cr.	5	10	Certificate (s) from Statutory Auditor with valid UDIN along with copies of audited annual reports.
		INR > 5.0 – 10.0 Cr.	7		
		> INR 10.0 Cr.	10		
2	Manpower strength on payroll of the bidding entity	>= 25 No.	5	10	Declaration on bidders' letterhead by authorized signatory/ HR
		>= 50 No.	10		
Similar Experiences (B = 50 Marks)					
3	The Applicant should have been awarded and successfully executed door to door property survey / Household survey using mobile / handheld electronic devices for at least 5,000 properties / units / households in a single project by Central or State Government / any other Government institutions in India.	2 projects	5	15	Copy of Agreement / Letter of Award / Work Order along with Completion Certificate from Clients / self-certification of complete payment received and closure of project.
		3 projects	10		
		> 3 projects	15		
4	The Applicant should have been awarded and successfully executed at least 1 project of minimum 10 sq.km involving GIS data development and creation of Spatial Layers using High Resolution Satellite Imagery / Mobile LiDAR / Drone / DGPS by Central or State Government / any other Government institutions in India.	2 projects	5	15	Copy of Agreement / Letter of Award / Work Order along with Completion Certificate from Clients / self-certification of complete payment received and closure of project.
		3 projects	10		
		> 3 projects	15		

5	The Applicant should have been awarded and successfully executed development of Web and Mobile Applications for Survey and its Integration with MIS and GIS data for at least 1 project by Central or State Government / any other Government institutions in India with value of at least 10 (ten) Lakhs.	2 projects	10	20	Copy of Agreement / Letter of Award / Work Order along with Completion Certificate from Clients / self-certification of complete payment received and closure of project.
		3 projects	15		
		> 3 projects	20		
Presentation (C = 30 Marks)					
6	Presentation on Technical Approach, Methodology, Work plan, Organization & Staffing, similar experience along with demonstration of a Proof of Concept (POC) for the project.	Firm shall ensure that the technical presentation is submitted as part of the technical bid. Authority may invite for in-person presentation, if required.	30	30	Team Leader and other key Personnel nominated by the Applicant shall have to make the presentation to the Authority.

3.2 Evaluation of Financial Proposal

- 3.2.1 In the second stage, the financial evaluation will be carried out. The financial proposal of only technically qualified shortlisted applicant consultants will be considered for opening. Each Financial Proposal will be assigned a financial score (S_F) as specified in Clause 3.2.2.
- 3.2.2 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (F_M) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = amount of Financial Proposal)

3.3 Final Evaluation

- 3.3.1 Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where, T_w and F_w are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.60 and 0.40 respectively.

- 3.3.2 The Selected Applicant shall be the Applicant having the highest combined score. In case the first-ranked Applicant withdraws, or fails to comply with the requirements, the authority reserves the right to call upon the second highest applicant or to cancel the tender, as deemed fit, in addition to take any other necessary action.

4. FRAUD AND CORRUPT PRACTICES

- 4.1.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.
- 4.1.2 Without prejudice to the rights of the Authority under above stated Clause and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 4.1.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;
 - (b) “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - (c) “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
 - (d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or

in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

- (e) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5. PRE-PROPOSAL CONFERENCE

- 5.1.1 Pre-Proposal Conference of the Applicants shall be convened at the designated date, time and place. Attendance of the bidders at the Pre-Proposal meeting is not mandatory. But it is highly recommended to attend for understanding the provisions of RFP and selection process. Interested bidders are requested to submit the queries / suggestions / comments as per following format:

Page No.	Clause No.	Content of RFP requiring clarification	Queries / Suggestions / Comments

- 5.1.2 During the course of Pre-Proposal Conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process. The Authority will upload the Addendum / Corrigendum with respect to the pre-proposal conference on e-procurement portal, if any. Bidders are advised to regularly check the e-procurement portal. Authority will not be responsible for any ignorance of the bidder in this regard.

6. MISCELLANEOUS

- 6.1.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 6.1.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - (b) consult with any Applicant in order to receive clarification or further information;
 - (c) retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Applicant; and/or
 - (d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 6.1.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 6.1.4 All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 6.1.5 The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

SCHEDULES

SCHEDULE - 1

(See Clause 1.1.6)

**Selection of Consultant for GIS-Based Asset Mapping, Survey,
Digitization, and Monitoring System for Raipur Development
Authority (RDA)**

TERMS OF REFERENCE (TOR)

7. TERMS OF REFERENCE (TOR)

Raipur Development Authority intends to implement a GIS-based Asset Mapping and Monitoring System for movable and immovable assets, land parcels, buildings, infrastructure properties and related records under its jurisdiction. The scope includes assessment of existing records, digitization, drone survey, GIS base map preparation, mobile application development, field survey, asset verification, database creation, GIS integration, development/customization of Asset Management Software, and establishment of a centralized monitoring system.

7.1 Coverage Area

The schemes developed by RDA span approximately **2,400 acres** and include around **19,000 properties**, considering all flats/shops in a single multi-storied building as one property for counting purposes.

The coverage area under this RFP shall be all Areas / schemes developed by Raipur Development Authority including Kaushalya Mata Vihar, Indraprastha, Devendra Nagar, Shailendra Nagar, Katora Talab etc. RDA reserves the right to increase / decrease the coverage area of services or include / exclude the type of assets from the services.

7.2 Scope of Services

The services to be performed by the Consultant shall include but not limited to the scope indicated below and/or any specific provision stated in this tender document. Consultant shall also perform all such services and activities which are not specified herein but that might be required for achieving the overall objectives of the assignment.

The major roles and responsibilities of the Consultant, including but not limited to, will be as follows:

TASK 1: Assessment, Digitization and Scanning of Existing Records

(a) Institutional Arrangement

The selected Bidder shall:

- Conduct detailed consultations with RDA officials and other stakeholders.
- Understand existing workflows, property records, asset registers, survey methodologies, and record maintenance systems.
- Establish coordination mechanisms with all concerned departments/sections of RDA.

(b) Assessment of Existing Records

The Bidder shall undertake detailed assessment of:

- Physical property registers / Asset registers
- Ledger books
- Layout maps and engineering drawings
- Revenue records / Survey Number / Khasra Records
- Land ownership documents
- Lease records
- Building permission records (ex. NOC from RDA etc)
- Encroachment records

- Infrastructure and Asset Records

(c) Identification of Gaps

The Bidder shall identify gaps including but not limited to:

- Missing survey numbers/properties/assets (ex. assets existing on the ground but absent from the approved database or vice versa)
- Incomplete ownership information
- Missing spatial/geographic information
- Mismatch in land use as per approved plan and prevailing on ground situation
- Encroachment, if any (ex. Plot boundary discrepancies between record & field condition)
- Duplicate records
- Incorrect measurements
- Unmapped infrastructure (ex. missing utility, unauthorized developments etc)

(d) Measures to Bridge the Gaps

The Bidder shall propose and implement corrective measures including:

- Field verification and Mobile GIS-enabled field data collection and validation
- Reconciliation of records
- GIS-based verification
- Drone-based validation
- Door-to-door survey
- Data standardization
- Mapping of existing Unique Property Identification Number (UPIN) as provided by RDA
- Geo-tagging of assets
- Ground Control Point (GCP) survey for improving spatial accuracy
- Cross-verification of records with revenue, registry, and municipal databases
- Boundary demarcation and validation of parcel limits

(e) Digitization and Scanning of Existing Property Records

The Bidder shall:

- Scan all physical records at high resolution
- Digitize ledger books and property records
- Convert all records into structured digital database formats
- Upload digitized records into the GIS platform and mobile application
- Link all property records with GIS parcels, UPINs, and asset databases
- Enable seamless integration with other enterprise and e-governance applications

Deliverables shall include:

- Scanned searchable PDF records
- Georeferenced maps and layouts
- Property-wise digital record repository linked to UPIN and GIS layers

TASK 2: Drone Survey and Map Preparation

(a) Scope of Drone Survey

The Bidder shall conduct a high-resolution drone survey of all areas identified by RDA. The survey shall be planned and executed in a manner that supports accurate mapping, verification, analysis and monitoring of land parcels, properties, infrastructure assets and other features within the designated survey area. The drone survey shall, among other things, enable the following:

- Preparation of high-resolution digital maps
- Extraction of plot area, building footprint and property boundaries
- Identification of covered area, open area and vacant land parcels
- Identification of property types (kachha/pakka/semi-pakka etc.)
- Mapping of green spaces, water bodies, public utilities (roads, drains etc), and infrastructure assets
- Detection of encroachments, unauthorized developments, and land-use violations
- Geo-tagging and inventory creation of all assets
- Identification of any other attribute as prescribed by RDA
- Preparation of accurate GIS base map

Images shall be captured at a perpendicular (90°) angle to the ground to maintain a uniform scale and minimize perspective distortion.

(b) Drone Survey Specifications

Component	Description
Resolution	3–5 cm or better
Flight Height	Not more than 200 ft
Camera Sensor	20 MP or above
Forward Overlap	80%
Side Overlap	70%
Survey Condition	Fog-free and clear weather conditions
Horizontal Accuracy	±5 cm or better
Vertical Accuracy	±10 cm or better
Category	Commercial approved drones by DGCA
Image Format	GeoTIFF, ECW or other GIS-compatible formats
Data Quality Control	Mandatory QA/QC checks prior to submission
Coverage	100% coverage of designated survey area

(c) Methodology

The Bidder shall undertake the following activities:

i. Area of Interest (AOI)

- AOI and attributes to be collected shall be provided by RDA
- Survey zones to cover the AOI shall be finalized jointly
- Delineation and verification of AOI boundaries prior to survey
- Identification of sensitive, restricted, and high-priority zones

ii. Permissions and Compliance

The Bidder shall obtain all statutory permissions including:

- District Administration approvals
- Compliance with DGCA regulations and UAV operational policy / guidelines

- Coordination with any other local authorities, police, and relevant stakeholders for approvals drone flying
- Risk assessment and safety management planning prior to drone operations
- Maintenance of flight permissions, logs, and statutory documentation

iii. Ground Control Network

- Establishment of sufficient Ground Control Points (GCPs) using DGPS
- Coordinate validation and accuracy checks

iv. Aerial Data Acquisition

- Stereo image acquisition
- High-resolution aerial imagery collection
- Flight planning and execution
- Complete coverage of the designated AOI without data gaps
- Collection of geo-tagged imagery with required overlaps
- Additional flights in shadowed or obstructed areas, where necessary

v. Image Processing

The Bidder shall carry out:

- Aerial triangulation
- Digital Terrain Model (DTM)
- Ortho-rectification
- Orthophoto generation
- Mosaic generation
- QA/QC checks on all processed datasets

(d) GIS Base Map Preparation

The Bidder shall prepare GIS base maps in shapefile/geodatabase formats containing:

Mandatory Layers

- Administrative boundaries
- Ward boundaries
- RDA outer boundary (scheme wise)
- Land parcels / plot boundary of each plot
- Building footprints and Asset Management Layers
- Encroachment area, if any / Compliance & Monitoring Layers
- Transportation Layers (roads, streets, footpaths etc)
- Environmental & Natural Features like water bodies
- Open spaces
- Public facilities, assets and amenities
- Public utilities (including drainage network, electric lines, telecommunication network etc)
- Survey & GIS Reference Layers

(e) Property Mapping and Unique ID Generation

The Bidder shall:

- Digitize all properties and assets with accurate geo-referencing
- Map existing Unique Property Identification Number (UPIN) as provided by RDA
- Link spatial and attribute data
- Map ownership details
- Capture property dimensions, usage, property photographs and vital attributes
- Other attributes as defined by RDA

(f) Deliverables

The Bidder shall submit:

- GIS base maps
- Shape files
- GIS-ready File Geodatabase
- Georeferenced Cadastral Maps
- High-resolution Orthomosaic Imagery
- PDF maps (on specified scale by RDA)
- DTM/DSM outputs
- Property and Asset Inventory layer with attributes
- Metadata documentation
- Drone Flight Logs and Mission Reports
- GIS Layer Index and Topology Validation Report
- GIS-ready datasets compatible with ArcGIS and QGIS platforms

All above data should be Web GIS and Mobile GIS-compatible datasets

TASK 3: Development of Mobile Survey Application

The Bidder shall develop Android/iOS based mobile survey applications with online and offline functionality.

Features of Mobile Survey App

The application shall support the following and shall integrate with the central GIS database:

- Online and offline operation
- GPS-based geo-tagging
- Existing property search by:
 - Owner Name
 - Father's Name
 - House Number
 - Unique Property Identification Number (UPIN)
- Identification and Creation of new property records
- Updating existing records
- Geo-tagged photo capture
- Survey progress monitoring
- Field validation checks
- Multi-language support

- Role-based login access
- Secure authentication
- Survey dashboard and analytics
- Property & Asset Survey Features

TASK 4: Door-to-Door Field Survey

(a) Survey Planning

The Bidder shall:

- Finalize survey attributes in consultation with RDA
- Develop survey manuals and SOPs
- Prepare survey schedules and deployment plans

(b) Survey Team Deployment

Each survey team shall consist minimum of:

- 02 Surveyors
- 1 GIS Expert
- 1 Data Validation Staff

The Bidder shall issue identity cards authorized by RDA, train all survey staff and deploy monitoring teams

(c) Field Data Collection

The survey shall include:

- Property verification
- Measurement verification (verification of plot and building boundary, covered area/open area)
- Geo-tagged photographs
- Occupancy status (in use / vacant etc)
- Identification of property types (kachha/pakka/semi-pakka etc.)
- Present usage of property (commercial, residential, etc)
- Identification of mismatch in land use as per approved plan and prevailing on ground situation
- Any other data to be collected as prescribed by RDA.

The consultant shall get the survey format approved from RDA before starting actual on-ground survey.

(d) Quality Control and Monitoring

The Bidder shall establish:

- Two-tier monitoring mechanism
- Random verification by RDA officials
- Real-time field monitoring dashboard
- Daily progress reporting

TASK 5: GIS Integration and Asset Mapping

The selected Bidder shall:

- Integrate field survey data into GIS platform
- Update base maps using survey data
- Geo-reference all assets
- Map all RDA properties and infrastructure assets
- Develop thematic maps and dashboards
- Enable spatial analysis and reporting

TASK 6: Development and Implementation of Asset Management Software

The selected Bidder shall develop/customize a web-based GIS-enabled Asset Management System in .NET core technology. If desired by RDA, the selected bidder should integrate its Asset Management Software with RDA's existing web application. RDA's current existing database is in MSSQL2022.

Features of the Software:

Core Modules

- Asset inventory management
- GIS visualization
- Property management
- Record management

Administrative Features

- Role-based access
- Query-based reporting
- Dashboard and analytics
- MIS reports
- Mobile integration
- GIS-based monitoring

TASK 7: Data Security, Backup and Hosting

The Bidder shall ensure:

- Secure database architecture
- Daily data backup
- Disaster recovery mechanism
- Cloud/server hosting support
- User access control
- Cyber security compliance

TASK 8: Handholding Period

The hand-holding period shall be 12 (twelve) months from the go-live date of the Asset Management System. During this period, the Consultant shall manage and maintain the mobile application and the Asset Management System to ensure their smooth and uninterrupted operation. For this purpose, the Consultant shall deploy 1 (one) dedicated technical resource, acceptable to RDA, at Raipur, who shall remain available at all times. If required by RDA, such resource shall be stationed at the RDA office or shall be made available at the RDA office immediately upon request. Any addition, modification or

update to the dataset, mobile application or Asset Management System, as well as rectification of any error, bug or glitch, shall be carried out by the Consultant at its own cost. The Consultant shall provide complete technical support throughout the hand-holding period and shall remain solely responsible, at its own cost, for the operation, maintenance and management of the mobile application and the Asset Management System.

During the hand-holding period, the Consultant shall conduct at least 1 (one) training session every 2 (two) months for the officials and designated personnel of RDA at the RDA office. Such training shall cover operation and administration of the mobile application and Asset Management System, use of dashboards and reports, data entry and validation procedures, GIS-based monitoring functions, troubleshooting of common issues, and any system updates or enhancements implemented during the hand-holding period. The Consultant shall provide qualified trainers, training materials, user manuals, demonstrations, hands-on support, and clarification sessions as required by RDA. All costs associated with such training, including trainer deployment, training material, travel, logistics and any incidental expenses, shall be borne exclusively by the Consultant.

Other pre-requisites

- i. The Consultant shall hand over to RDA, upon completion of the Project and without any conditions or restrictions, all source code, DLL files, supporting files, credentials, user IDs, passwords, hosting server details, database access, administrative controls, and related technical documentation required for operation, maintenance and future modification. All proprietary rights, ownership rights and intellectual property rights in these deliverables shall vest exclusively with RDA.
- ii. In order to take preventive measures and minimise the security risk and exposures, the consultant should get their IT infrastructure, applications and asset management system audited against comprehensive frameworks and should follow MeitY / CERT-In guidelines released / updated from time to time at their own cost.
- iii. All data, maps, imagery, software customizations, databases, source files, survey outputs and related deliverables generated under the project shall remain the sole property of RDA. The selected Bidder shall maintain confidentiality of all records and data.
- iv. Preparation of compiled database for the assignment with the details collected from various primary and secondary sources and handing over to the Authority on submission of final reports / completion of the assignment.
- v. Submit 2 (two) hard copies and 1 (one) soft copy in compatible format for each deliverables along with submission of compiled database, imagery, survey findings, analyses, drawings/plans etc of all work done under the project.
- vi. The consultant is required to procure at their own cost any data, information, maps, imageries etc. required for the assignment.
- vii. The details of the scope of work involved mentioned in this document are broad and suggestive. Notwithstanding the details of scope of work and role of Consultant mentioned elsewhere in this RFP, the Consultant is required to provide Consultancy Services for comprehensive GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA.

- viii. The Consultant shall maintain constant, regular and proactive interaction with the Authority for formulating the approach, methodology, work plan, design philosophy and parameters etc required for successful completion of the assignment.
- ix. All necessary modification / corrections shall have to be carried out by the consultant as and when the need arise.
- x. The Consultant shall co-ordinate with the Authority and attend meetings as and when required.
- xi. The Consultant shall also assist the Authority in making presentation of the project in comprehensive manner or in parts as decided by the Authority and necessary presentation materials shall be provided by the Consultant without any extra cost.
- xii. The Authority reserves the right to exclude any of the above services from the scope of the Consultant's work. In case of withdrawal of any services from the scope of consultant's work at a later stage, the consultant shall be paid for the work done by them up to the date of withdrawal of such item / item of work and services. Here, the decision of Chief Executive Officer or any person authorised by him for adjudging the extent of work completed and accepted shall be final and binding on the consultant.

7.3 Delivery Milestone and Payment Schedule

The payments in respect of the Services shall be made as follows:

- (a) The per sq.km cost of the Services payable is set forth in Appendix II as per the consultant's proposal and as agreed by the Authority.
- (b) The consultant shall submit the invoice for payment when the payment is due as per the agreed terms. The payment shall be released as per the work-related milestones achieved and specified hereunder:

S. No.	Scope of work/ deliverables`	Payment Schedule (in %)	Duration from date of contract signing T= Date of contract (in days)
Stage 1 (From Inception to Go-Live)			
1	Drone Survey, GIS Base Map and Records Includes Drone Survey outputs, orthophotos, GIS enabled Base Map along with Digitization, Scanning and Assessment of Existing Property Records etc	20%	T+45
2	Mobile Survey Application Development, approval and submission	5%	T+60
3	Field Survey and Asset Verification Includes Property mapping, Door-to-Door Field Survey, Asset Verification etc	10%	T+85
4	GIS Integration and Asset Mapping Includes GIS Integration, Asset Mapping along with submission of Geo-tagged asset database etc	10%	T+100
5	Asset Management Software Development, approval and hosting of Asset Management Software along with Final Data Submission of all works including soft copies in	25%	T+120

	editable and supportive format		
	Sub-Total	70%	
	Stage 2 (Hand-holding period after Go-Live of Asset Management Software)		
6	End of 2 nd month	5%	T+180
7	End of 4 th month	5%	T+240
8	End of 6 th month	5%	T+300
9	End of 8 th month	5%	T+360
10	End of 10 th month	5%	T+420
11	End of 12 th month	5%	T+480
	Sub-Total	30%	

Retention Money: The Authority shall retain 5% of each Running Bill raised under Stage 1 as retention money. The retained amount shall be released upon completion of the Project, along with the final settlement of the Bill.

- (c) Once a milestone is completed, the consultant shall submit the requisite deliverables as specified in this RFP and Agreement. The Authority shall release the requisite payment upon acceptance of the deliverables. However, if the Authority fails to intimate acceptance of the deliverables or its objections thereto, within 15 days of receipt of it, the Authority shall release the payment to the consultant without further delay.
- (d) Final Payment: The final payment shall be made only after the final milestone and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Authority. The Services shall be deemed completed and finally accepted by the Authority and the final milestone and final statement shall be deemed approved by the Authority as satisfactory within forty-five (45) calendar days after receipt of the final Milestone for both stages by the Authority unless the Authority, within such forty-five (45) day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final deliverable or final statement. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount, which the Authority has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this RFP and Agreement, shall be reimbursed by the Consultant to the Authority within ten (10) days after receipt by the Consultant of notice thereof. Any such claim by the Authority for reimbursement must be made within twelve (12) calendar months after receipt by the Authority of a final deliverable and a final statement approved by the Authority in accordance with the above.
- (e) For the purpose of payment under Clause 7.3 (c) above, acceptance means; acceptance of the deliverables by the Authority after submission by the consultant and the consultant has made presentation to the Authority, if required by the Authority, with / without modifications to be communicated in writing by the Authority to the consultant.
- (f) If the deliverables submitted by the consultant are not acceptable to the Authority, reasons for such non-acceptance should be recorded in writing; the Authority shall not release the payment due to the consultant. This is without prejudicing the Authority's right to levy any penalty / liquidated damages under Clause 14. In such case, the payment will be released to the consultant only after it re-submits the deliverable and which is accepted by the Authority.
- (g) All payments under this Contract shall be made to the accounts of the Consultant.

SCHEDULE - 2

(See Clause 2.1.3)

AGREEMENT

FOR

“Selection of Consultant for GIS-Based Asset Mapping,
Survey, Digitization, and Monitoring System for Raipur
Development Authority (RDA)”

Contract No. _____

between

Raipur Development Authority (RDA)

and

[Name of the Consultant]

Dated: ____

AGREEMENT

This AGREEMENT (hereinafter called the “**Agreement**”) is made on the day of the month of 20..., between, on the one hand, the Raipur Development Authority (RDA) (hereinafter called the “**Authority**” which expression shall include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, (hereinafter called the “**Consultant**” which expression shall include their respective successors and permitted assigns).

WHEREAS

- (A) The Authority has invited proposals vide its Request for Proposal for “Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for Raipur Development Authority (RDA)” (hereinafter called the “**Project**”);
- (B) the Consultant submitted its proposal for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposal the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP and this Agreement;
- (C) the Authority, on acceptance of the aforesaid proposals of the Consultant, awarded the Work to the Consultant vide its Letter of Award dated (the “**LOA**”); and
- (D) in pursuance of the LOA, the parties have agreed to enter into this Agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows:

8. GENERAL

8.1 Definitions and Interpretation

8.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- (a) “**Agreement**” means this Agreement, together with all the Annexes;
- (b) “**Agreement Value**” shall have the meaning set forth in Clause 13;
- (c) “**Applicable Laws**” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time;
- (d) “**Confidential Information**” shall have the meaning set forth in Clause 10.3;
- (e) “**Conflict of Interest**” shall have the meaning set forth in Clause 10.2 read with the provisions of RFP;
- (f) “**Dispute**” shall have the meaning set forth in Clause 16;
- (g) “**Effective Date**” means the date on which this Agreement comes into force and effect pursuant to Clause 9.1;
- (h) “**Government**” means the Government of Chhattisgarh (C.G.);
- (i) “**INR, Re. or Rs.**” means Indian Rupees;
- (j) “**Party**” means the Authority or the selected Consultant, as the case may be, and Parties means both of them;

- (k) **“Personnel”** means persons hired by the selected Consultant as employees and assigned to the performance of the Services or any part thereof;
- (l) **“RFP”** means the Request for Proposal document in response to which the Consultant’s proposal for providing Services was accepted;
- (m) **“Services”** means the work to be performed by the Consultant pursuant to this Agreement, as described in the Terms of Reference hereto;
- (n) **“Third Party”** means any person or entity other than the Government, the Authority or the Consultant.

All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.

- 8.1.2 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- (a) Agreement;
- (b) Annexes of Agreement;
- (c) Letter of Acceptance and Letter of Award/Work Order;
- (d) Addendum / Corrigendum issued, if any;
- (e) RFP

8.2 Relation between the Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the Authority and the Consultant. The Consultant shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

8.3 Rights and obligations

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Agreement, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- (b) the Authority shall make payment to the Consultant in accordance with the provisions of the Agreement.

8.4 Governing law and jurisdiction

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

8.5 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

8.6 Table of contents and headings

The table of contents, headings or sub-headings in this Agreement are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

8.7 Notices

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

- (a) in the case of the Consultant, be given by e-mail and by letter delivered by hand to the address given and marked for attention of the Consultant's Representative set out below in Clause 8.9 or to such other person as the Consultant may from time to time designate by notice to the Authority; provided that notices or other communications to be given to an address outside the city specified in Sub-clause (b) below may, if they are subsequently confirmed by sending a copy thereof by registered acknowledgement due, air mail or by courier, be sent by e-mail to the number as the Consultant may from time to time specify by notice to the Authority;
- (b) in the case of the Authority, be given by e-mail and by letter delivered by hand and be addressed to the Authority with a copy delivered to the Authority Representative set out below in Clause 8.9 or to such other person as the Authority may from time to time designate by notice to the Consultant; provided that if the Consultant does not have an office in the same city as the Authority's office, it may send such notice by e-mail and by registered acknowledgement due, air mail or by courier; and
- (c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post is ought to have been delivered and in all other cases, it shall be deemed to have been delivered on the actual date and time of delivery; provided that in the case of e-mail, it shall be deemed to have been delivered on the working days following the date of its delivery.

8.8 Location

The Services shall be performed at the offices of the Authority in accordance with the provisions of RFP and at such locations as are incidental thereto, including the offices of the Consultant.

8.9 Authorised Representatives

8.9.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the Authority or the Consultant, as the case may be, may be taken or executed by the officials specified in this Clause 8.9.

8.9.2 The Authority may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority Representative shall be:

.....

.....

Tel:

Mobile:

Email:

- 8.9.3 The Consultant may designate one of its employees as Consultant's Representative. Unless otherwise notified, the Consultant's Representative shall be:

.....

.....

Tel:

Mobile:

Email:

8.10 Taxes and duties

Unless otherwise specified in the Agreement, the Consultant shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and the Authority shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.

9. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

9.1 Effectiveness of Agreement

This Agreement shall come into force and effect on the date of this Agreement (the "Effective Date").

9.2 Commencement of Services

The Consultant shall commence the Services within a period of 7 (seven) days from the Effective Date, unless otherwise agreed by the Parties.

9.3 Termination of Agreement for failure to commence Services

If the Consultant does not commence the Services within the period specified in Clause 9.2 above, the Authority may, by not less than 1 (one) week's notice to the Consultant, declare this Agreement to be null and void, and in the event of such a declaration, this Agreement shall stand terminated and the Consultant shall be deemed to have accepted such termination. In light of non-commencement of services within the period specified, the Authority is deemed to forfeit the Bid Security and/or Performance Security paid by the Consultant and the Consultant will be barred from taking part in any activity within Raipur Development Authority (RDA) for the next 1 (one) year.

9.4 Expiry of Agreement

Unless terminated earlier pursuant to Clauses 9.3 or 9.9 hereof, this Agreement shall, unless extended by the Parties by mutual consent, expire upon expiry of **16 (sixteen) months including 12 (twelve) months of Hand-holding period** from the Effective Date.

9.5 Entire Agreement

- 9.5.1 This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.

- 9.5.2 Without prejudice to the generality of the provisions of Clause 9.5.1, on matters not covered by this Agreement, the provisions of RFP shall apply.

9.6 Modification of Agreement

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposals for modification made by the other Party.

9.7 Force Majeure

9.7.1 Definition

- (a) For the purposes of this Agreement, “**Force Majeure**” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-Agencies or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

9.7.2 No breach of Agreement

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

9.7.3 Measures to be taken

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfil its obligations hereunder with a minimum of delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions not later than 14 (fourteen) days.
- (c) The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.

9.7.4 Extension of time

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

9.7.5 Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be get extension of time.

9.7.6 Consultation

Not later than 14 (fourteen) days after the Consultant has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

9.8 Suspension of Agreement

The Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 14 (fourteen) days after receipt of such notice of suspension by the Consultant.

9.9 Termination of Agreement

9.9.1 By the Authority

The Authority may, by not less than 14 (fourteen) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause 9.9.1, terminate this Agreement if:

- (a) The Consultant or its personnel/ representative/ affiliate takes any action which leads to or which has the potential to adversely affect the reputation or goodwill of the Authority, its affiliates, associates, CEO and key personnel shall lead to immediate termination;
- (b) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 9.8 hereinabove, within 14 (fourteen) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- (c) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (d) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 16 hereof;
- (e) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false;
- (f) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;

- (g) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 30 (thirty) days;
- (h) the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

9.9.2 By the Consultant

The Consultant may, by not less than 14 (fourteen) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in this Clause 9.9.2, terminate this Agreement if:

- (a) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 (thirty) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by the Authority of the Consultant's notice specifying such breach;
- (b) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 30 (thirty) days; or
- (c) the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 16 hereof.

9.9.3 Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 9.3 or 9.9 hereof, or upon expiration of this Agreement pursuant to Clause 9.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survive such Termination; (ii) the obligation of confidentiality set forth in Clause 10.3 hereof; (iii) the Consultant's obligation to permit inspection, copying and auditing of such of its accounts and records set forth in Clause 10.5, as relate to the Consultant's Services provided under this Agreement; and (iv) any right or remedy which a Party may have under this Agreement or the Applicable Law.

9.9.4 Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 9.9.1 or 9.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall not be liable for any expenditures for this purpose. With respect to work done or documents prepared by the Consultant and materials furnished by the Authority, the Consultant shall proceed as provided respectively by Clauses 10.8 or 10.9 hereof.

9.9.5 Payment upon Termination

Upon termination of this Agreement pursuant to Clauses 9.9.1 or 9.9.2 hereof, the Authority shall make the following payments to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to the Authority):

- (i) remuneration pursuant to Clause 13 hereof for Services satisfactorily performed prior to the date of termination.

9.9.6 Disputes about Events of Termination

If either Party disputes whether an event specified in Clause 9.9.1 or in Clause 9.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 16 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award. In event of non-termination due to disputes being

referred to arbitration, the selected Consultant will continue to provide its service as per Terms of Reference mentioned in Schedule 1 of the RFP.

10. OBLIGATIONS OF THE CONSULTANT

10.1 General

10.1.1 Standards of Performance

- The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Authority, and shall at all times support and safeguard the Authority's legitimate interests in any dealings.
- Provide to the Authority, all deliverables as per timeline stated in the bid document and mutually agreed upon as per stages of the work and as required by Authority.
- Conduct meeting every 2 (two) weeks with the Authority at Raipur or more frequently as directed by the Authority to report the progress on the assignment. The Consultant shall also submit progress reports of the project progress as directed by the Authority.

10.1.2 Terms of Reference

The scope of Services to be performed by the Consultant is specified in the Terms of Reference (the “**TOR**”) at Annex-1 of this Agreement. The Consultant shall provide the Services specified therein in totality and as per best industry practices.

10.1.3 Applicable Laws

The Consultant shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that all Personnel of the Consultant should comply with the Applicable Laws.

10.2 Conflict of Interest

10.2.1 The Consultant shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

10.2.2 Consultant and Affiliates not to be otherwise interested in the Project.

The Consultant agrees that, during the term of this Agreement and after its termination, the Consultant or any Associate thereof, shall be disqualified from providing goods, works, services loans or equity for any project resulting from or closely related to the Services and any breach of this obligation shall amount to a Conflict of Interest; provided that the restriction herein shall not apply after a period of 1 (one) year from the completion of this assignment; provided further that this restriction shall not apply to services provided to the Authority in continuation of this services or to any subsequent services provided to the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a person who holds more than 5% (five per cent) of the subscribed and paid-up share capital of the Consultant, as the case may be, and any Associate thereof.

10.2.3 Prohibition of conflicting activities

Neither the Consultant nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement;
- (b) after the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

10.2.4 Consultant not to benefit from commissions, discounts, etc.

The remuneration of the Consultant pursuant to Clause 13 hereof shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant as well as its Personnel shall not receive any such additional remuneration.

10.2.5 The Consultant and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "**Prohibited Practices**"). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the Performance Security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority towards, *inter alia*, the time, cost and effort of the Authority, without prejudice to the Authority's any other rights or remedy hereunder or in law.

10.2.6 Without prejudice to the rights of the Authority under Clause 10.2.5 above and the other rights and remedies which the Authority may have under this Agreement, if the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

10.2.7 For the purposes of Clauses 10.2.5 and 10.2.6, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) "**corrupt practice**" means (i) the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement,

who at any time has been or is a legal, financial or technical adviser to the Authority in relation to any matter concerning the Project;

- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

10.3 Confidentiality

The Consultant and its Personnel, either during the term or within 2 (two) years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant and its Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority’s employees, officers or other professionals or suppliers, customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement (**“Confidential Information”**), without the prior written consent of the Authority.

Notwithstanding the aforesaid, the Consultant and its Personnel may disclose Confidential Information to the extent that such Confidential Information:

- (i) was in the public domain prior to its delivery to the Consultant and its Personnel or becomes a part of the public knowledge from a source other than the Consultant and its Personnel;
- (ii) was obtained from a third party with no known duty to maintain its confidentiality;
- (iii) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant and its Personnel shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- (iv) is provided to the professional advisers, agents, auditors or representatives of the Consultant and its Personnel, as is reasonable under the circumstances; provided, however, that the Consultant and its Personnel, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

10.4 Liability of the Consultant

- 10.4.1 The Consultant's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.
- 10.4.2 The Consultant shall, be liable to the Authority for any direct or indirect loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.
- 10.4.3 The Parties hereto agree that in case of negligence or wilful misconduct on the part of the Consultant or on the part of any person or firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused to the Authority's property, shall not be liable to the Authority:
- (i) for any indirect or consequential loss or damage; and
 - (ii) for any direct loss or damage that exceeds (a) the Agreement Value set forth in Clause 13.1.2 of this Agreement
- 10.4.4 The selected Consultant shall provide services at the project site as per Scope of Services, which may be amended from time to time by the Authority during the contract period and it shall always form part and parcel of the Contract. The selected Consultant shall abide by such instructions as provided by the Authority from time to time.
- 10.4.5 The selected Consultant shall not assign, transfer or subcontract any of its rights and duties under the contract except as provided without the prior approval of the Authority.
- 10.4.6 The selected Consultant shall provide services through its trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the selected Consultant and the Authority shall not in any manner be liable. All statutory liabilities for the deployed personnel shall be borne by the selected Consultant.
- 10.4.7 The selected Consultant should pay all wages, allied benefits such as leave, ESI, PF, Gratuity, Bonus etc, and / or additional expenditure whatsoever for personnel deployed for the project. Further, the selected Consultant shall comply with & abide by labour laws, laws related to EPF Organization, ESI Corporation, Workmen Compensation Act and / or any other statutory provisions / acts / laws etc. as applicable & amended from time to time. The Authority will not have any liability whatsoever on this account.
- 10.4.8 The selected Consultant shall provide for insurance coverage of its personnel for personal accident and/or death while performing the duty.

10.5 Accounting, inspection, and auditing

The Consultant shall:

- (a) keep accurate and systematic accounts and records in respect of the Services provided under this Agreement, in accordance with internationally accepted accounting principles and standards such as Indian Accounting Standards, GAAP, etc and in such form and detail as will clearly identify all relevant time charges and cost, and the basis thereof (including the basis of the Consultant's costs and charges); and
- (b) permit the Authority or its designated representative periodically, and up to one year from the expiration or termination of this Agreement, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Authority.

10.6 Consultant's actions requiring the Authority's prior approval

The Consultant shall obtain the Authority's prior approval in writing before taking any of the following actions:

- (a) Appointing such members of the professional personnel as are not listed in Annex-2, in addition to the professionals listed in Annex-2;

(b) any other action that is specified in this Agreement.

10.7 Reporting obligations

The Consultant shall submit to the Authority the maps, reports, documents, software, license etc specified in the Agreement, in the form, in the numbers and within the time periods set forth therein.

10.8 Documents / software / app etc prepared by the Consultant to be property of the Authority

10.8.1 All maps, reports, documents, software, app, licenses etc (collectively referred to as “**Consultancy Documents**”) prepared by the Consultant in performing the Services shall become and remain the property of the Authority, and all intellectual property rights in such Consultancy Documents shall vest with the Authority. Any Consultancy Document, of which the ownership or the intellectual property rights do not vest with the Authority under law, shall automatically stand assigned to the Authority as and when such Consultancy Document is created and the Consultant agrees to execute all papers and to perform such other acts as the Authority may deem necessary to secure its rights herein assigned by the Consultant.

10.8.2 The Consultant shall, not later than termination or expiration of this Agreement, deliver all Consultancy Documents to the Authority, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of the Authority.

10.8.3 The Consultant shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as ‘**Claims**’) which may arise from or due to any unauthorised use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

10.9 Materials furnished by the Authority

Materials made available to the Consultant by the Authority shall be the property of the Authority and shall be marked accordingly. Upon termination or expiration of this Agreement, the Consultant shall furnish forthwith to the Authority, an inventory of such materials and shall dispose of such materials in accordance with the instructions of the Authority.

10.10 Providing access to Office and Personnel

The Consultant shall ensure that the Authority, and officials of the Authority having authority from the Authority, are provided unrestricted access to the office of the selected Consultant and to all Personnel during office hours. The Authority’s official, who has been authorised by the Authority in this behalf, shall have the right to inspect the Services in progress, interact with Personnel of the Consultant and verify the records relating to the Services for his satisfaction.

10.11 Accuracy of Documents

The Consultant shall be responsible for accuracy of the documents drafted and / or vetted and data collected by it directly or procured from other agencies/authorities, surveys, software and app developed, licenses and all other details prepared by it as part of these

services. Subject to the provisions of Clause 10.4, it shall indemnify the Authority against any deficiency in its work which might surface during implementation/go-live/handholding period of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Consultant or arises out of its failure to conform to good industry practice. The Consultant shall also be responsible for promptly correcting the same at its own cost and risk the documents and deliverables including any re-survey / investigations.

11. CONSULTANT'S PERSONNEL

11.1 General

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.

11.2 Deployment of Personnel

The designations, names and other particulars of each of the Consultant's Key Personnel required in carrying out the Services are described in Annex-2 of this Agreement.

11.3 Approval of Personnel

11.3.1 The Key Personnel listed in Annex-2 of the Agreement are hereby approved by the Authority. No other Key Personnel shall be engaged without prior approval of the Authority.

11.3.2 If the Consultant hereafter proposes to engage any person as Professional Personnel, in addition to the professionals listed in Annex-2, it shall submit to the Authority its proposal along with a CV of such person in the form provided at Appendix-I (Form-9) of the RFP. The Authority may approve or reject such proposal within 07 (seven) days of receipt thereof, along with a note for rejection. In case the proposal is rejected, the Consultant may propose an alternative person for the Authority's consideration. In the event the Authority does not reject a proposal within 15 (fifteen) days of the date of receipt thereof under this Clause 11.3, it shall be deemed to have been approved by the Authority.

11.4 Substitution of Key Personnel

11.4.1 The Authority will not normally consider any request of the Selected Applicant for substitution of the Key Personnels. Substitution will, however, only be permitted on health ground, resignation or death of the Key Personnel, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

11.4.2 Replacement of Key Personnel may attract a penal provision:

- Substitution of first 2 key personnel shall not attract any penal provision.
- Penalty equivalent to 0.5% of the total contract value on substitution of any further key personnel.

However, the total penalty levied during the project duration shall not be more than 10% of the total Consultancy Fee / Agreement value.

The Authority can request for the replacement of any of the Key Personnel, in case of non-performance or non-adherence of procedures. In such case, a replacement of equal or better qualified and experienced personnel to the satisfaction of the Authority, shall be provided by the consultant within 15 (fifteen) days.

11.5 Working hours, overtime, leave, etc.

The Personnel shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave, and the Consultant's remuneration shall be deemed to cover these items.

11.6 Team Leader cum Project Coordinator

The person designated as the Team Leader cum Project Coordinator of the Consultant's Personnel shall be responsible for the coordinated, timely and efficient functioning of the Personnel and timely delivery of all deliverables and overall assignment.

12. OBLIGATIONS OF THE AUTHORITY

12.1 Assistance in clearances etc.

Unless otherwise specified in the Agreement, the Authority shall make best efforts to ensure that the Government shall:

- (a) provide the Consultant with work permits and such other documents as may be necessary to enable the Consultant to perform the Services;
- (b) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- (c) grants the selected Consultant a right, co-terminus with the term of the contract to ingress and egress the Authority office and project sites.

12.2 Access to land and property

The Authority warrants that the Consultant shall have, free of charge, unimpeded access to the site of the project in respect of which access is required for the performance of Services; provided that if such access shall not be made available to the Consultant as and when so required, the Parties shall agree (i) the time extension, as may be appropriate, for the performance of Services.

12.3 Payment

In consideration of the Services performed by the Consultant under this Agreement, the Authority shall make to the Consultant such payments and in such manner as is provided in Clause 13 of this Agreement.

13. PAYMENT TO THE CONSULTANT

13.1 Cost estimates and Agreement Value

13.1.1 The cost of the Services payable to the Consultant is set forth in Annex-3 of the Agreement.

13.1.2 Except as may be otherwise agreed under Clause 9.6, the payments under this Agreement shall not exceed the agreement value specified herein (the "**Agreement Value**"). The Parties agree that the estimated / total Agreement Value is Rs. (Rs.), including all taxes (excluding GST).

13.1.3 For the purpose of estimating the total Agreement Value, the total area shall be considered as 9.0 sq.km. After completion of the survey by the Consultant, the exact area shall be determined, and all payments shall be made on the basis of the exact area so determined. In the event of any excess or short payment made by RDA, the same shall be adjusted in the payment due against the next deliverable.

13.2 Currency of payment

All payments shall be made in Indian Rupees.

13.3 Mode of billing and payment

Billing and payments in respect of the Services shall be made as follows:

- (a) The Consultant shall be paid for its services as per the Clause 7.3 and the cost specified in Annex-3 of this Agreement.
- (b) The Authority shall cause the payment due to the Consultant to be made within 30 (thirty) days after the receipt by the Authority of duly completed bills with necessary particulars (the "Due Date") in case of satisfactory services.
- (c) Any amount which the Authority has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the Consultant to the Authority within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (one) year from the termination of the contract. Any delay by the Consultant in reimbursement by the due date shall attract simple interest @ 12% (twelve percent) per annum.
- (d) All payments under this Agreement shall be made to the account of the Consultant as may be notified to the Authority by the Consultant.

13.4 No Interest Payable

No interest shall be payable to the Consultant on any payment due or awarded by any authority.

14. SLA MONITORING AND PENALTIES

14.1 Service Level Agreement (SLA) for Bidder

- 14.1.1 The purpose of this Service Level Agreement (SLA) is to define the minimum service standards to be maintained by the selected Bidder throughout the contract period and to establish measurable performance parameters for monitoring service delivery.
- 14.1.2 The Bidder shall develop an SLA Measurement and Monitoring System (SMMS) for measuring and reporting the SLAs and submit it to the Authority at least 15 (fifteen) days prior to start of Handholding period for its approval. All SLA measurements, uptime measurements, incident tracking and calculation of penalties shall be automated. Manual intervention for measurement of SLAs shall be permitted only with prior approval of RDA. The Bidder shall provide RDA with access to all SLA-related data and submit monthly MIS reports in both hard and soft copies.
- 14.1.3 Any breach of the prescribed service levels shall attract penalties as specified in this Agreement. RDA reserves the right to finalize the SLA parameters and verify all reported measurements.

14.2 General Instructions related to SLAs mentioned

- 14.2.1 The purpose of this SLA is to clearly define the levels of service which shall be provided by the selected Bidder to RDA duration the entire project.
 - a. RDA's Decision: RDA's determination regarding SLA compliance, applicability of penalties, and acceptance of exemptions shall be final and binding on the Bidder.

- b. Events beyond Bidder's Control: Theft, power outages, and deliberate damage or vandalism shall not ordinarily be considered events beyond the Bidder's control. Road accidents or similar unforeseen mishaps may be considered for exemption only with RDA's approval.
- c. Restoration Obligation: Any exemption from SLA penalties shall not relieve the Bidder of its responsibility to restore or replace the affected work within the prescribed SLA resolution timelines. Failure to do so shall attract applicable SLA penalties.
- d. Evidence and Approval: The Bidder shall provide adequate documentary evidence for any claim of exemption. Acceptance or rejection of such claims shall be at the sole discretion of RDA.
- e. Service Continuity: The Bidder shall maintain adequate manpower, spares, backup equipment, and contingency arrangements to ensure uninterrupted services. Disruptions due to inadequate planning or resource deployment shall be treated as SLA violations.

14.2.2 Exemptions from SLA Penalties

SLA penalties shall not be applicable in the following circumstances:

- a. The non-compliance is caused by a Force Majeure event affecting the delivery of services and is beyond the control of the selected Bidder.
- b. The non-compliance arises due to reasons beyond the reasonable control of the Bidder, as accepted by RDA.

14.2.3 Definitions

For the purposes of this SLA, the following terms shall have the meanings assigned below. Terms not defined herein shall have the meanings assigned in the Agreement.

- a. "Uptime": The percentage of time during which the specified IT and Non-IT services/components are operational and available in accordance with the prescribed service standards.

$$\text{Uptime (\%)} = \{1 - [\text{Downtime} \div (\text{Total Time} - \text{Planned Maintenance Time})]\} \times 100$$

- b. "Downtime": The period during which the specified services/components are unavailable or fail to meet the prescribed service standards, excluding approved planned maintenance, Force Majeure events, and other reasons accepted by RDA as being beyond the Bidder's control.
- c. "Incident": Any event, fault, or abnormality affecting the services covered under the Scope of Work that results in, or is likely to result in, disruption of the normal operation of the Surveillance System.
- d. "Resolution Time": The time elapsed between the reporting of an incident and its complete resolution or closure in accordance with the prescribed SLA and escalation
- e. "SLA Point": One (1) SLA Point shall be assigned for each incident ticket that fails to meet the prescribed SLA or uptime requirement. Each SLA Point shall attract a penalty of INR 10,000, unless otherwise specified in this Agreement.

14.2.4 SLA Measurement and Penalty

- a. All SLA parameters shall be measured monthly through the Bidder's automated SMMS and shall be subject to audit by RDA.

- b. The bidder will pay the penalty amount on monthly basis to RDA or RDA may adjust the amount in payments to be made to the selected Bidder, at its discretion.
- c. Planned maintenance shall be undertaken only with prior approval of RDA, preferably during non-business hours, weekends, or public holidays, and shall not exceed a cumulative duration of 24 hours in a calendar month; any excess duration or unapproved maintenance shall be treated as downtime for SLA measurement and penalty calculation.

14.2.5 Maximum Penalty and Contract Termination

- a. The cumulative SLA penalty shall be capped at 10% (ten percent) of the estimated / total contract value (including implementation and operational SLAs).
- b. If the calculated penalties exceed this limit, RDA may initiate termination of the contract.
- c. RDA may also terminate the contract if the cumulative breach points exceed 60 (sixty) in 2 (two) consecutive months.

Implementation Delay SLA

S. No.	Performance Indicator	Timeline	Penalties
1	If the deliverables are not submitted as per schedule as specified in Clause 7.3 of RFP	As per the timelines specified in Clause 7.3 of the RFP.	0.5% (zero-point five percent) of the total cost of the services for delay of each week or part thereof. In case of delay of more than 2 (two) months, the Authority shall have the right to terminate this Agreement.
2	If the deliverables are not acceptable to the Authority as mentioned in Clause 7.3 (f) of RFP	within 15 (fifteen) days of the receipt of the notice from Authority	0.5% (zero-point five percent) of total cost of the services for every week or part thereof for the delay.

Operations and Maintenance Phase SLAs

S. No.	SLA Parameter	Service Level Requirement	Measurement	Penalty for non-compliance
1	Dedicated Resource Availability	One dedicated technical resource shall be deployed at Raipur throughout the 12-month handholding period and shall be available during RDA working hours.	Monthly	INR 5,000 per day of unauthorized absence.
2	On-site Support	The dedicated resource shall report to the RDA office within 2 hours of receiving an on-site support request during working hours.	Per Incident	INR 2,000 /Incidence
3	Uptime of	Uptime of Mobile App	Uptime = {1-	1 SLA Point per 1%

	Mobile app		$\frac{[(\text{Downtime}) / (\text{Total Time} - \text{Maintenance Time})] * 100}{\text{Target} \geq 98\%}$ measured 24x7 on monthly basis	drop in Uptime (below 98%) calculated linearly for part thereof
4	Uptime of Asset Management Software	Uptime of Asset Management Software	$\text{Uptime} = \{1 - \frac{[(\text{Downtime}) / (\text{Total Time} - \text{Maintenance Time})] * 100}{\text{Target} \geq 98\%}\}$ measured 24x7 on monthly basis	1 SLA Point per 1% drop in Uptime (below 98%) calculated linearly for part thereof
5	Training Sessions	Minimum one training session every two months (minimum six during the handholding period).	Bi-monthly	INR 25,000 per missed training session
6	Monthly Reports	Monthly incident report, uptime report, attendance report, system health report, and backup report shall be submitted by the 5 th working day of the following month.	Monthly	INR 2,000 per delayed report

Note: The Bidder shall submit monthly SLA performance reports. The Bidder shall deploy appropriate tools and systems to monitor SLA compliance, generate accurate SLA reports, and calculate any penalties applicable for non-compliance with the prescribed Service Levels.

14.2.6 Other Penalties

The Bidder shall comply with all applicable policies, procedures, statutory regulations, and guidelines issued by the Government of India, Government of Chhattisgarh, RDA, and other competent authorities, as amended from time to time. The Bidder shall also ensure the security, integrity, and confidentiality of all applications, systems, and data. RDA shall adopt a zero-tolerance policy towards security and regulatory violations.

The following breaches shall attract penalties (including, but not limited to):

- Information Security Breach: Unauthorized disclosure, leakage, sharing, or misuse of data, reports, or information without prior written approval of RDA.
- Network & System Security Breach: Hacking attempts, unauthorized access, data compromise, malware incidents, or security vulnerabilities affecting the system.
- Regulatory/Guideline Breach: Non-compliance with applicable government standards, regulations, or prescribed guidelines, including those related to website/mobile application development and cybersecurity.

A penalty shall be imposed for each instance of the above breaches if the Bidder fails to respond or resolve the issue within the prescribed SLA timelines. This penalty will be over and above the fine / penalty imposed by any other Government Authority.

Type	Measurement (Unit)	Response Time (in unit)	Penalty on response w.r.t. delay /Unit
Information Security Breach	Hours	1	INR 2,000
Network & System Security Breach	Hours	1	INR 2,000
Guidelines Breach	Days	5	INR 5,000

Response Time refers to the time within which the Bidder initiates remedial action and implements necessary preventive measures upon occurrence of a breach. If the Bidder fails to respond within the prescribed timeline, penalties shall be levied as specified in the applicable SLA. Continued failure to resolve the breach within the stipulated time shall attract recurring penalties for each additional period of delay. For example, in the event of an Information Security Breach, the Bidder shall initiate the response within one (1) hour of the occurrence of the incident.

14.2.7 In addition to the penalties as specified above, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including termination of contract and debarring for a specified period may also be initiated as per policy of the Authority.

14.2.8 **Encashment and appropriation of Performance Security:** The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Consultant in the event of breach of this Agreement or for recovery of any damages / penalties etc. Upon such encashment and appropriation of the Performance Guarantee, the Authority shall grant such time in its sole discretion to the selected Consultant to replenish the said Performance Security.

15. FAIRNESS AND GOOD FAITH

15.1 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realisation of the objectives of this Agreement.

15.2 Operation of the Agreement

The Parties recognise that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this Clause 15.2 shall not give rise to a dispute subject to arbitration in accordance with Clause 16 hereof.

16. SETTLEMENT OF DISPUTES

16.1 Amicable settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

16.2 Dispute resolution

- 16.2.1 In the event of any Dispute between the Parties, either Party may call upon Chief Executive Officer of Raipur Development Authority (RDA) or an individual authorized by them and the Managing Partner / Chairman of the Board of Directors of the Consultant or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute in accordance with the provisions of Clause 16.2.2.
- 16.2.2 If the above approach as stated in Clause 16.2.1 fails to resolve the dispute, the same will be referred to Secretary, Department of Housing & Environment, Government of Chhattisgarh, for Arbitration and his decision will be final.

17. TRANSFER OF RIGHTS BY THE AUTHORITY

In case the authority wishes to transfer its rights to any other entity, it will be obligatory for the Consultant to sign a tripartite agreement / Memorandum of Understanding / any other document as may be required with the entity and the Authority and the Consultant will have to undertake the duties as agreed under this agreement for the entity to whom the rights will be transferred.

IN WITNESS WHERE OF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

For and on behalf of
Consultant

(Signature)
(Name)
(Designation)
(Address)

SIGNED, SEALED AND DELIVERED

For and on behalf of
Authority

(Signature)
(Name)
(Designation)
(Address)

In the presence of:

1.

2.

Annex -1

Terms of Reference

(Refer Clause 10.1.2)

(Reproduce Schedule-1 of RFP)

Annex-2

Deployment of Key Personnel

(Refer Clause 2.1.4)

(Reproduce as per Form-8 of Appendix-I)

Annex-3

Payment Schedule

(Refer Clause 13)

Annex-4

Bank Guarantee for Performance Security

(Refer Clause 2.24)

To

The Chief Executive Officer
Raipur Development Authority
Bhakt Mata Karma Complex
New Rajendra Nagar, Raipur – 492006
Chhattisgarh, India

In consideration of Raipur Development Authority (RDA) (hereinafter referred as the “**Authority**”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) awarding to, having its office at (hereinafter referred as the “**Consultant**” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no. dated, (hereinafter referred to as the “**Agreement**”) the assignment for “**Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA**”, and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. (Rupees) to the Authority for performance of the said Agreement.

We, (hereinafter referred to as the “**Bank**”) at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs. (Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant’s failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. (Rupees).

3. We, (indicate the name of Bank) undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this guarantee shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

4. We, (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this

Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before [..... (indicate the date as per RFP)], we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. (Rupees) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [..... (indicate the date as per RFP)].

Dated, the day of 20

For

(Name of Bank)

(Signature, name and designation of the authorised signatory)

Seal of the Bank:

NOTES:

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

SCHEDULE - 3

18. APPENDICES

APPENDIX-I

(See Clause 2.1.3)

18.1 TECHNICAL PROPOSAL

Form-1: Letter of Proposal

(On Applicant's letter head)

(Date and Reference)

To,

The Chief Executive Officer
Raipur Development Authority
Bhakt Mata Karma Complex
New Rajendra Nagar, Raipur – 492006
Chhattisgarh, India

Sub: Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA

Dear Sir,

1. With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for “**Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA**”. The proposal is unconditional and unqualified.
2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;

- (b) I/We do not have any conflict of interest in accordance with Clause 2.6 of the RFP Document;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Clause 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with Clause 2.11 of the RFP document.
 - 9. I/We declare that we are not a member of any other company / firm applying for Selection as a Consultant.
 - 10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Services for the Project or which relates to a grave offence that outrages the moral sense of the community.
 - 11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 - 12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors / Partners / Managers / employees.¹
 - 13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/or the Government of India] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
 - 14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Services for the Project is not awarded to me/us or our proposal is not opened or rejected.
 - 15. I/We agree to keep this offer valid for 120 (One Hundred Twenty) days from the PDD specified in the RFP.
 - 16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in Form 4.

¹ In case the Applicant is unable to provide the certification specified in paragraph 12, it may precede the paragraph by the words viz. "Except as specified in Schedule hereto". The exceptions to the certification or any disclosures relating thereto may be clearly stated in a Schedule to be attached to the Application. The Authority will consider the contents of such Schedule and determine whether or not the exceptions/disclosures are material to the suitability of the Applicant for pre-qualification hereunder.

17. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the form at Schedule–2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
18. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Service.
19. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

APPENDIX-I

Form-2: Particulars of the Applicant

(On Applicant's letter head)

1) Details of Bidder

- a. Name:
- b. Legal Status:
- c. Country of incorporation:
- d. Address of the corporate headquarters (if any) in India:
- e. Year of Incorporation:

2) Details of individual(s) who shall serve as the point of contact / communication for the Authority within the Company:

- a. Name:
- b. Designation:
- c. Company:
- d. Address:
- e. Telephone Number and Fax Number:
- f. E-Mail Address:

3) Manpower strength on payroll of the Bidder:

Enclose:

- Certificate of Incorporation / Registration of the Applicant, Copy of GST and PAN card.
- Declaration on bidders' letterhead by authorized signatory/ HR regarding manpower strength on payroll of the bidding entity.
- Any other requisite document as per RFP.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of

APPENDIX-I

Form-3: Statement of Legal Capacity

(On Applicant's letter head)

Ref. Date:

To,

The Chief Executive Officer
Raipur Development Authority
Bhakt Mata Karma Complex
New Rajendra Nagar, Raipur – 492006
Chhattisgarh, India

Dear Sir,

Sub: Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA

I/We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (insert individual's name) will act as our Authorised Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of

APPENDIX-I

Form-4: Power of Attorney in favour of Authorised Signatory

(on Rs. 100 stamp paper; notarised)

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for "**Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA**", for Raipur Development Authority (RDA) (the "**Authority**") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

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

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it*

is so required the same should be under common seal affixed in accordance with the required procedure.

- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

APPENDIX-I

Form-5: Financial Capacity of the Applicant

(Refer Clause 2.2.2 (B))

(To be CA / Statutory Auditor certified)

S. No.	Financial Year	Annual Turnover (in INR)	Net Worth* (in INR) (as on 31 st March 2026)
1	FY 2025-26		
2	FY 2024-25		
3	FY 2023-24		
Average			

**If audited financial statements for FY 2025-26 is not available, Bidder shall consider Turnover and Net Worth requirement from previous 3 (three) financial year i.e. FY 2024-25, FY 2023-24 and FY 2022-23 for Turnover and as on 31st March 2025 for Net Worth.*

Certificate from Chartered Accountant / Statutory Auditor

We, in our capacity as the Chartered Accountant/ Statutory Auditor for (name of bidder) certify that above details are correct.

(Signature, name and designation of the authorised signatory)

Date:

Name and seal of the audit firm:

Note:

1. Please attach Copy of Audited Financial Statements for 3 (three) financial years (i.e. 2023-24, 2024-25 and 2025-26) with Income tax returns.
2. Details of Turnover and calculation of Net Worth along with Auditors Certificate with valid UDIN have to be enclosed. In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.
3. The Bidder should provide the Financial Capacity based on its own financial statements. Financial Capacity of the Bidder's parent agency/ firm or its subsidiary or any associate agency/ firm will not be considered for computation of the Financial Capacity of the Bidder.
4. For the purpose of this RFP, "Net Worth" shall be calculated as the aggregate of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the accumulated losses, deferred expenditure, and miscellaneous expenditure not written off, as per the latest audited financial statements of the bidder or consortium member. The calculation shall comply with the applicable accounting standards and regulatory requirements.

APPENDIX-I

Form-6: Abstract of Eligible Assignments of the Applicant[§]

(Refer Clause 2.2.2, A)

S. No.	Name of Project	Name of Client	Brief description of Project	Qualification of project as per RFP Criteria	Duration (From – To)	Status of Project (completed / ongoing)
1						
2						
3						
4						
5						

[§] The Applicant should provide details of only those assignments that have been undertaken by it under its own name. Further, the names and chronology of Eligible Assignments included here should conform to the project-wise details submitted in Form-7 of Appendix-I.

Note:

1. The work should have been directly allotted to the Applicant by Central or State Government / any other Government institutions in India. No sub-letting experience shall be considered.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of

APPENDIX-I

Form-7: Eligible Assignments of Applicant

(Refer Clause 2.2.2, A)

1	Assignment / Project Name:
1.1	Brief description of Project:
1.2	Area of the Project:
1.3	Approx. value of the contract (in Rupees):
1.4	Country:
1.5	Location within country:
1.6	Name of Client:
1.7	Client address and contact information:
1.8	Duration of Assignment / job (months):
1.9	Start date (month/year):
1.10	Completion date (month/year):
1.11	In case of Consortium/Joint Venture, whether your firm was Lead member or other consortium member:
1.12	Name of associated Agencies, if any:
1.13	Total No. of staff-months of the Assignment:
1.14	Total No. of staff-months provided by your firm:
1.15	Description of actual services provided by your firm / staff within the Assignment:

Note:

1. Use separate sheet for each Assignment as mentioned in Clause 2.2.2, A.
2. Provide documentary evidence from the client i.e., copy of Agreement / Letter of Award / Work Order along with Completion Certificate.
3. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

APPENDIX-I

Form 8 - Particulars of Key Personnel

S. No.	Name of Key Personnel	Position of Key Personnel	Educational Qualification	Length of Professional Experience (years)	Experience of working with Government / Semi-Government organizations (years)	Present Employment		No. of Similar Assignments	Remark (Minimum Work Experience & Responsibility as per RFP)
						Name of Firm	Employed Since		
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Appendix I

Form 9 - Curriculum Vitae (CV) of Proposed Personnel

1. **Proposed Position:** [For each position of Key Personnel separate form shall be prepared]
2. **Name of Personnel:**
3. **Date of Birth:**
4. **Nationality:**
5. **Educational Qualifications:** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]
6. **Countries of Work Experience:** [List countries where staff has worked]
7. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
8. **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]
 - From [Year]: To [Year]:
 - Name of Organization:
 - Positions held:
9. **Detailed Tasks Assigned:** [List all tasks to be performed under this Assignment/job]
10. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the Consultancy assignment]
 - Name of Assignment/job or project:
 - Year:
 - Location:
 - Main project features:
 - Positions held:
 - Activities performed:
11. **Others** (to qualify as per RFP requirements):
12. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

(Signature and name of the Professional Personnel)

(Signature and name of the authorised signatory of the Applicant)

Notes:

1. Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorised Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered.

Appendix I

Form 10: Proposed Approach & Methodology

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your A&M divided into the sections:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing
- d) Relevant experience
- e) Proof of Concept (POC)
 - **Technical Approach and Methodology:** In this chapter, applicant should explain its understanding of the objectives of the Assignment / job, approach to the Assignment / job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Applicant should highlight the problems being addressed and their importance and explain the technical approach it would adopt to address them. Applicant should also explain the methodologies it proposes to adopt and highlight the compatibility of those methodologies with the proposed approach.
 - **Work Plan:** The Applicant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Authority), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.
 - **Organization and Staffing:** The Applicant should propose and justify the structure and composition of its team. Applicant should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.
 - **Relevant Experience:** Applicant should highlight their relevant experience to the Project at hand and other factors that make the Applicant best suited for the Project. The Applicant is expected to use this portion of the presentation to highlight its ideas and concepts for paid assignments where the Applicant's work is either already executed or being executed.
 - **Proof of Concept (POC):** Develop and present a Proof of Concept for the project demonstrating the solution's ability to accurately map, digitize, and monitor assets, showcasing its feasibility and alignment with the project objectives outlined in this RFP.

Appendix I

Form 11 - Declaration: No Performance Failures, Expulsions, or Terminations

(To be forwarded on the letter head of the Applicant)

(Date and Reference)

To,

The Chief Executive Officer
Raipur Development Authority
Bhakt Mata Karma Complex, New Rajendra Nagar,
Raipur – 492006, Chhattisgarh, India

Dear Sir,

This is to notify you that (name of the Bidder) intends to submit a proposal in response to **“Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization & Monitoring System for RDA”**, we also declare that (name of the Bidder) has during the last 3 (three) years from PDD, neither failed to perform on any agreement, nor has been evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or agreement nor have had any agreement terminated for breach by us.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of

APPENDIX-II

18.2 FINANCIAL PROPOSAL

Form-1: Covering Letter

(On Applicant's letter head)

(Date and Reference)

To,

The Chief Executive Officer
Raipur Development Authority
Bhakt Mata Karma Complex
New Rajendra Nagar, Raipur – 492006
Chhattisgarh, India

Sub: Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA

Dear Sir,

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm as **Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for RDA**, as indicated above.

I/We agree that this offer shall remain valid for a period of 120 (one hundred and twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of

APPENDIX-II

(See Clause 2.1.3)

Form-2: Financial Proposal

(A **blank copy** of the signed Form needs to be submitted along with Technical Proposal. There should not be any indication of the financial quote filled anywhere except the e-procure portal)

S. No.	Project	Professional Fee per sq.km of area (in Rs.) [in figure]	Professional Fee per sq.km of area (in Rs.) [in words]
1	Selection of Consultant for GIS-Based Asset Mapping, Survey, Digitization, and Monitoring System for Raipur Development Authority (RDA) (including all expenses to be incurred by the consultant to complete the assignment)	(Rates to be filled online only)	(Rates to be filled online only)

Note:

1. The Professional Fee is inclusive of all taxes excluding GST.
2. The Professional Fee shall comprehensively cover all services, deliverables, and responsibilities specified in the RFP, including but not limited to project planning, execution, reporting, and any associated costs necessary to fulfil the requirements of the assignment.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of