



# ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, BHUBANESWAR - 751 001

Phones(0674)2393524,EPBAX:(0674)2391542,2390141,FAX:(0674)2393952

Visit us at : [www.oshb.org](http://www.oshb.org)

---

**Request for Tender to Carry Out DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, JayadevViah, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha**

**Tender Notice No 3122**

**Date 23.03.2022**

The Orissa State Housing Board, Bhubaneswar, Odisha invites offline tender from eligible ORSAC empanelled Vendor to Carry out **DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, JayadevVihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha**

A detail tender notice can be downloaded from the website of the department [www.oshb.org](http://www.oshb.org)

Interested firms may submit the proposal in a sealed cover containing separately sealed envelopes for Technical Bid and Financial Bid in the formats given in the aforementioned detailed notice on or before 03.00 PM on 11th April, 2022. The sealed covers containing the Tender and Technical Bids will be opened at 4.30 PM on 11th April, 2022 in presence of Bidder or Authorise Person on behalf of Bidder. Financial bid opening to be notified after Technical Evaluation.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

**Email: -secretary@oshb.org**

**ODISHA STATE HOSING BOARD**  
**Request for Tender**  
**For**

**DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, JayadevVihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha**

**Tender Notice No-----3122----- Tender/2021-22**

**Dated: -----23.03.2022**

**OFFICE OF THE SECRETARY ODISHA STATE HOUSING BOARD**  
**SACHIVALAYA MARG, A/32, KHARAVELA NAGAR,**  
**BHUBANESWAR-751001**

**Tender Inviting Authority**  
**Secretary OSHB, Bhubaneswar**

**NOTICE INVITING TENDER  
FOR CARRYING OUT DGPS SURVEY**

**Notice inviting Tender**

Odisha State Housing Board intends to carry out DGPS Survey of with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, Jayadev Vihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha. Therefore, tenders are invited from the reputed ORSAC empanelled Vendor involved in such works, interested Firm/organisation may download the Tender document from the website: -[www.oshb.org](http://www.oshb.org)

The agencies/bidder are advised to study the tender document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implication. This tender document is not transferable.

Sl No	Work Description	Cost of Tender document (in Rupees) (Offline mode Bank Demand draft/Bank Guarantee of a nationalized bank	Earnest Money Deposit (in Rupees) (Offline mode Bank Demand draft/Bank Guarantee of a nationalized bank
1.	DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, Jayadev Vihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha.	<b>Rs.1,000.00 (Non-refundable) + GST 18% i.e. Rs 180/- Total Rs 1,180/-</b>	<b>Rs.85,000.00 (Refundable without any interest)</b>

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

**Tender Scheduled/Programme**

SL NO	Activity	Date	Time: Duration
1	Tender Publication date	04.04.2022	11.00 am
2	Document download Start date	04.04.2022	11.00 am
3	Document download end date	11.04.2022	03.00 pm
4	Bid Submission start date	04.04.2022	11.00 am
5	Bid Submission end date	11.04.2022	03.00 pm
6	Technical Bid Opening	11.04.2022	04.30 pm
7	Financial Bid Opening	To be notified after Technical Evaluation	

- Detailed description of the item and instruction for submitting your offer can be downloaded from website: -[www.oshb.org](http://www.oshb.org)
- Tender fee/cost has to Rs. 1000.00 + GST Rs. 180/- = Rs. 1,180/- to be paid through in the form of Demand draft from a nationalized bank in favour of “**Orissa Housing Board Fund**” payable at **Bhubaneswar**
- EMD payable is Rs,85,000.00 (Rupees Eighty Five Thousand) EMD can be paid/submitted through in the form of Demand draft from a nationalized bank and should be submitted in favour of “Orissa Housing Board Fund” payable at Bhubaneswar
- Bids along with necessary payment must be submitted through a demand draft in favour of “Orissa Housing Board Fund” payable at Bhubaneswar.
- The bidders shall submit their eligibility and qualification details, certificate as mentioned in the section etc.
- The bidders shall attach the photo copies of all the relevant certificate, documents etc, in support of their eligibility criteria/ technical bids and other certificates/ documents
- The bidder shall sign on the supporting statements documents, certificates, attach by him, owning responsibility for their correctness/ authenticity. The bidder shall attach all the required document for the specific tender the same during the bid submission as per the tender notice and bid document.

- For support related to tendering process, bidders may contact at following address secretary@oshb.org or may visit the link [www.oshb.org](http://www.oshb.org)
- Corrigendum/ Addendum, if any will be published on the departmental website
- For further details, the undersigned's office can be contacted at e-mail: secretary@oshb.org

**Tender Inviting Authority**  
**Secretary OSHB, Bhubaneswar**

**The tender document contains the following: -**

<b>Annexure-1</b>	<b>Tender Document</b>
<b>Annexure-2</b>	<b>Covering letter</b>
<b>Annexure-3</b>	<b>Check list of technical bids</b>
<b>Annexure-4</b>	<b>Acceptance letter</b>
<b>Annexure-5</b>	<b>Price bid</b>
<b>Annexure-6</b>	<b>Information about the bidding firm</b>
<b>Annexure-7</b>	<b>Declaration by the bidder</b>
<b>Annexure-8</b>	<b>Authorization letter</b>
<b>Annexure-9</b>	<b>Profile for completed project</b>
<b>Annexure-10</b>	<b>Brief agency profile</b>
<b>Annexure-11</b>	<b>Declaration by agency for not been convicted/charge sheeted by any court of law</b>
<b>Annexure-12</b>	<b>Format for submission of experience details</b>
<b>Annexure-13</b>	<b>Format for availability of Technical Manpower</b>
<b>Annexure-14</b>	<b>Format for satisfactory completion of the projects</b>
<b>Annexure-15</b>	<b>Audit Report Last Three Years</b>

**GLOSSARY OF TERMS: -**

- AOI: Area of Interest
- DFO: Divisional Forest Officer
- DGPS: Differential Global Positioning system
- GNSS: Global Navigation satellite System
- GPS: Global positioning system
- RTK: Real Time Kinematic
- GIS: Geographic Information system
- SOI: Survey of India
- WL: Wildlife
- FD: Forest Department
- OSHB: Odisha State Housing Board

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

**Invitation of Tender for Selection of Sustainable agency for carry out DGPS Survey of with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, Jayadev Vihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha**

**1. Project background**

The Odisha State Housing Board has decided to carry out using DGPS survey of notified forest land and digitization of forest boundary to bring it to the GIS platform. Primarily the survey will be done using DGPS in all identified forest division. Preparation of Geo-Reference map of cadastral sheet and photograph of each boundary pillars and reading of each boundary pillar in geographic co-ordinates system-WGS84 datum of respective Universal Transverse Mercator Grid zone. It is intended to undertake DGPS survey work covering approximately Ac 20.161dec across various Forest Divisions in OSHB during the financial year 2022-23 using DGPS instrument. The final number of boundary pillars to be offered for DGPS survey work will be decided at the time of award of work, and the same is liable to further changes as per performance of selected bidders and the requirement by the technical committee of the department during the course of the year.

For undertaking the above task of Geo-reference of cadastral map, Satellite data and digitization of forest boundary pillars, Odisha State Housing Board Department needs support from agency/organisation/ company, having experience in the area of **survey of the forest boundary using DGPS technology**. The present requirement is for the precise determination of Geo-coordinates of each boundary pillar, boundary of forest area and supply of geo-reference Cadastral map.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

**2. Tender Details: -**  
**Minimum Eligibility Criteria: -**

**2.1 Minimum eligibility Criteria (For Technical bid): Bidder has to qualify against each criterion & certificate to be attached for with each:**

1. The bidding organisation must be in DGPS Survey and GIS business for a minimum period of 3 (Three) years. Conclusive documentary evidence in the form of past work orders with completion certificate in the name of the organisation must be furnished as supporting.
2. The bidding organisation must submit the Tender Fee of Rs 1000 /-+ GST Rs 180/- only through a demand draft in favour of “Orissa Housing Board Fund” payable at Bhubaneswar.
3. The bidding organisation must submit the earnest Money Deposit (EMD) for Rs. 85,000 (Eighty-Five Thousand) to the Office of the Secretary, Odisha State Housing Board, for offline submission of EMD: the EMD should be the form of Demand Draft from a Nationalised bank and should be submitted along with the opening of the Technical Bid, OSHB, The Demand draft should be drawn in the name of **“ORISSA HOSUING BOARD FUND” payable at BHUBANESWAR.**
4. The bidding organisation must submit copy of the PAN card along with copies of Income tax returns for the last three financial years (2017-18, 2018-19, 2020-21).
5. The bidding organisation must submit copy of their GST registration certificate.
6. The bidding organisation must submit copy EPF certificate of their provident Fund registration.
7. The bidder firm should have ISO 9001 certificate and copy of the same also be submitted.
8. The bidder/Agency shall submit undertaking/self-declaration that the proprietor/ partner(s)/ Directors of the bidding agency has not been convicted or charge sheeted by any court of law and it has not been blacklisted as per the Performa as given at **Annexure-11**
9. The bidding organisation must have annual average turnover of Rs. 20 Lakh (Twenty Lakh) from DGPS survey and GIS business excluding the supply of hardware and OEM (Original Equipment manufacturer) software in last three assessment years (2007-18, 2018-19, 2020-21).
10. Copies of balance sheet, profit and loss account and Auditor certified Annual turnover statement indicating revenue from DGPS Survey and GIS business for the last 3 years must be enclosed as supporting document. As per Performa given in **Annexure-15.**
11. The bidding organisation should have minimum 4 (Four) numbers each of experienced DGPS surveyors and GIS professional.
12. Bidder shall be declared for the consideration of his/her technical evaluation if all the documents as listed in the given at **Annexure-3 is submitted**

**Tender Inviting Authority**  
**Secretary OSHB, Bhubaneswar**



## **2.2 Scope of Work**

1. Carry out DGPS Survey of with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, Jayadev Vihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB Division, Bhubaneswar, Odisha
2. DGPS Survey of forest area, approval from ORSAC & Signed it from revenue & forest officials.
3. Posting of pillars around Forest Patch.
4. To obtain FRA certificate for District Collector.
5. Preparation of 7 Copy Forest Diversion Proposal with TOPO map preparation, Kml files preparation or other necessary documents.
6. Uploading online the proposal to PCCF, Nodal.
7. Tree enumeration, Unit Calculation, Cost benefit Analysis, Preparation of C A Scheme, Site inspection by DFO and recommendation to RCCF., DGPS survey of CA land.
8. Site inspection by RCCF, compilation of Part III and recommendation to PCCF, Nodal
9. Mutation of non-forest land identified for Compensatory Afforestation. Submission of proposal for declaration of Protected Forests, compliance to conditions and depositing NPV, etc

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

### **2.3 Bid submission procedure**

1. Bidders are advised to submit their bids strictly on the specifications, terms and conditions contained in the tender document and subsequent revisions/ amendments, if any. The bids should be submitted along with covering letter as given at **Annexur-2**
2. The bids shall be prepared by typing or printing in English on White paper in consecutively numbered pages duly signed by the authorized signatory with agency/firm/organisation/company seal affixed on each page. Any part of the bid, which is not specifically signed by the authorized signatory and not affixed with Agency/firm/organisation/company seal, shall not be considered for the purpose of evaluation. The bidder shall also enclose the information about the bidding firm as per **Annexure-8**.
3. The bids shall contain no erasers or overwriting except as necessary to correct errors made by bidder. The person signing the proposal shall initial each such correction.
4. Complete bid document including all enclosures should be submitted at the office of of the Secretary, Odisha state housing board, Bhubaneswar and must be signed by the company's authorized signatory with seal of the company/firm/organisation before uploading in the website.
5. The bidders should submit the bids with proper entry in technical bid format and financial bid format as available in the <http://www.osahb.org> website.
6. Technical Bid should not contain price of any item or activity. Such cases, even if found anywhere, shall not be given any consideration.
7. In case of any contradiction between figures and words, the words shall be considered final.
8. The price bids should not contain any technical matter or other matter except price. After opening of technical bids, financial bids of only technically qualified agency/firms/organisation/companies will be opened on the scheduled date and time as per the schedule of events.
9. All documents mentioned in the clauses (1 to 8) above, shall be fully secured and put into a sufficiently large envelope which should be sealed and super –scribed **“DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, JayadevVihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha** should be dropped in the drop box at chamber of Asst. Administrative officer (land) OSHB.
10. Similarly, the Financialbid shall be submitted in a format enclosed. In the Financial bid the applicant Organisation shall quote the lowest possible amount payable to the applicant Organisation for undertaking the Study. The amount quoted by the applicant Organisation shall be inclusive of all taxes, levies, cess, institutional charges etc. The Financial Proposal shall be put into a separate envelope which should be sealed and super-scribed **“Financial ProposalDGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, JayadevVihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha.**

11. Both the sealed envelopes containing Technical bid or Financial bid shall be put into a sufficiently large envelope which should be sealed and super-scribed “**Technical & Financial Proposals for DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, JayadevVihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha.**”
12. The envelope containing the Technical Proposal and Financial Proposal shall be addressed to the SECRETARY, OSHB, SACHIVALAYA MARG, A/32, KHARAVELA NAGAR, BHUBANESWAR-751001
13. Full address of the applicant Organisation shall be affixed on left bottom corner of the envelope containing the proposal.
14. The envelope containing the completed Technicalbid and Financial bid shall reach the office of the Secretary OSHB, **Sachivalaya Marg, A/32, Kharavela Nagar, Drop Box** at chamber of Asst. Administrative officer (land) OSHB on or **before 03.00 PM on 11<sup>th</sup> April 2022.**
15. Immediately at the prescribed due date and time for the receipt of the bid, the Tender Box will be sealed in the presence of the representatives of the applicant Organisations. In no case bid received after due date and time shall be accepted. Secretary of OSHB, Administrative Officer (Land) OSHB and any other authority shall not be responsible for any delay in the submission of a proposal. All proposals received after the due date and time shall be returned to the respective applicant Organisations without opening the same.
16. Due to any unavoidable reason(s), if the office of the Secretary OSHB & Administrative Officer (Land) OSHB, Division remains closed on the last date prescribed for receipt of the proposal, the proposals will be received during the next working day at the same venue up to the same time.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

### **3. OPENING OF THE TENDER**

The proposals shall be opened by an officer or a committee of officers duly authorised by the OSHB in this regard, in the presence of the representatives of the applicant Organisations who wish to remain present, at the office of the **SECRETARY, OSHB SACHIVALAYA MARG, A/32, KHARAVELA NAGAR, BHUBANESWAR-751001** at **04.30 PM on 11<sup>th</sup> April 2022**.

#### **Following procedure shall be adopted for opening of the bid:**

Immediately after opening of the tender box, total number of bid received and the name of applicant Organisations will be announced to all the representatives of the applicant Organisations who are present during the opening of the bid and the same will also be entered in the tender opening minute register.

The sealed envelopes containing separately sealed Technical Bid and Financial Bid received from various applicant Organisations will be opened one by one in the same order in which they have been entered in the tender opening minute register. The sealed envelopes containing Technical Bid and Financial Bid shall be segregated and shall be initialled by the officer or group of officers authorised for opening of the bid and without opening all sealed envelopes containing Financial Bid will be put into a separate envelope which should be sealed and super scribed **“DGPS Survey with Pillar Posting & Forest Diversion proposal, for forest land at Maitrivihar, Jayadev Vihar, Bhubaneswar using DGPS in Notified Non- Forests of OSHB, Bhubaneswar, Odisha”**.

Envelopes containing Technical Bid will however be opened in the same order in which they have been entered in the tender opening minute register. After opening the sealed cover, each page of the Technical bid will be initialled by the officer or group of officers authorised for opening of the Bid and details of the same will be entered in the tender opening minute registers.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

#### **4. Evaluation Procedure**

- 4.1.**Bidders who have submitted the valid Bid security, i.e., EMD, Tender document fee & NIT declaration as per requirement shall be considered for further evaluation. Absence of these documents may lead to summary rejection of the bid.
- 4.2.**The eligibility Criteria will be evaluated by Tender Committee and those that qualify will be considered for further evaluation
- 4.3.**After qualifying in Technical Evaluation, qualified bidders will only be considered for Price Bid evaluation

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

### 5. **Important Dates**

Interested bidders may quote their offers as per details mentioned below:

1	Name of Work	<b>DGPS Survey with Pillar Posting &amp; Forest Diversion proposal, for forest land at Maitrivihar, Jayadev Vihar, Bhubaneswar using DGPS in Notified Non-Forests of OSHB, Bhubaneswar, Odisha”.</b>
2	Earnest money	EMD payable is Rs. 85,000/- (Rupees Eighty-Five Thousand Only). For <b>offline</b> The EMD should be in the <b>form of Demand Draft from a nationalised bank</b> and should be submitted along the opening of the technical bid, <b>at the office of</b> the Secretary Odisha State Housing Board. The Demand Draft should be drawn in the name of <b>“Orissa Housing Board Fund,” payable at Bhubaneswar.</b>
3	Time of completion	1 year from the date of issue of work order or as decided by the competent authority/Tender inviting Authority.
4	Date and time for Issue/Publishing of Tender	04/04/2022 at 11:00am
5	Start Date and Time for Bid Submission	04/04/2022 at 11:00am
6	Closing Date and Time for Bid Submission	11/04/22 at 03:00pm
7	Date and Time for Opening of Technical Bids	11/04/22 at 04.30pm
8	Date and Time for Opening the Financial Bids	To be notified after Technical Evaluation

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

## **6. Instruction to Bidder/Agency**

- 6.1.**The **OSHB** invites bids from interested ORSAC empanelled and eligible agencies/firm/organisation/ company for the aforesaid work as per terms & conditions mentioned in the tender document. This is an invitation for submission of bids to provide comprehensive services as listed in the scope of the work of this document but not restricted to those mentioned here, related to requirement.
- 6.2.**The agency shall submit the Tender Document with fee of Rs. 1000/- (Rupees One Hundred only) along with tender processing fee and EMD at the office of the Secretary Odisha State Housing Board, Bhubaneswar.
- 6.3.**Technical bid and Financial Bid should be submitted in the Format as given in the website <http://www.oshb.org>. This tender document is not transferable.
- 6.4.**The Bids are required to be submitted on the agencies letter head, wherever mentioned, with due signature at every page.
- 6.5.**Please note that this is a tender and selection will be done after technical evaluation and financial evaluation. Financial bids will only be opened of the bidders who qualify the technical qualification.
- 6.6.**Agencies/Firm/Organisation if found to have indulged in any corrupt or fraudulent practices their bids will not be taken up for consideration.
- 6.7.**No exclusive rights will be provided nor should be assumed by the agency/bidder at any stage.
- 6.8.**The agencies/organisation quoting abnormally low/high price may be rejected from consideration during the financial bid analysis.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

## **7. Earnest Money.**

**7.1.**Bidders shall Submit Earnest Money deposit (EMD), along with technical bid for an amount of Rs. 85,000/- (Rupees Eighty-Five Thousand). **EMD should be in the form of Demand Draft from a nationalised bank** and should be submitted along with the opening of the Technical Bid, **at the office** of the Secretary Odisha State Housing Board, Bhubaneswar. The demand draft should be drawn in the name of **“Orissa Housing Board Fund” payable at Bhubaneswar.**

**7.2.**The earnest money shall be returned to all unsuccessful bidders, within fifteen days from the date of completion of tender process.

## **8. The Earnest money shall be forfeited if.**

**8.1.**Any bidder withdraws his bid from his bid during the validity period.

**8.2.**The successful bidder fails to furnish his acceptance of the order within fifteen days of placement of work order.

**8.3.**The bidder fails to successfully complete the work within the stipulated time frame. Delay in completion due to extreme and unavoidable situations shall have to get approved by Department of Odisha State Housing Board, Bhubaneswar. This approval shall also have a cut-off date by which the entire work shall have to be completed.

## **9. Security Deposit.**

**9.1.**Before award of the work, finally selected agency for the particular piece of Job/work, the agency would be required to deposit a security deposit/performance guarantee of an amount equal to 2% of total amount payable by the department to the agency after successfully completion of the job.

**9.2.**This security deposit may be given either in the shape of a Bank draft issued by a nationalised bank in favour of the “Orissa Housing Board Fund, “payable at Bhubaneswar and submitted at the office of the Secretary Odisha Housing Board, Bhubaneswar.

**9.3.**The security deposit will be refunded after successful completion of work.

## **10. Authority of Person Signing the documents**

A person signing the bid document or any document forming part of the bid document shall be deemed to warrant that he has authority to sign such document and if on enquiry it appears that the person signing the document had no authority to do so, Department of Odisha State Housing Board, Secretary, OSHB may without prejudice to other civil and criminal remedies, cancel the bid and hold the signatory liable for all cost and damages. For this purpose, Power of Attorney in the Performa as prescribe at **Annexure-8** shall be submitted

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**



## **11. Validity of Bids**

1. Unless otherwise specified, the bidder shall keep his bids valid initially for a period of 6 month from the last date of submission of the bid.
2. The office of the Department of Secretary Odisha Housing Board has the Authority to extend the period of the Contract, for the assigned job to the agency/Firm, at the same tender rate for another 6Months.

## **12. Other Terms & conditions**

1. Incomplete bids not submitted as per requirement shall be rejected.
2. Bidders shall submit their bids strictly as per terms and conditions of the tender documents without any deviation.
3. If at any point of time any of the documents/information submitted by the bidders is found to be incorrect, false or untruthful, the bid and/or the resultant order may be summarily rejected/cancelled at the at the risk of the bidder.
4. Failure to furnish all information and documentary evidence as stipulated in the bid document or submission of a bid that is not substantially responsive to the bid document in all respect shall be summarily rejected.
5. Department of Secretary Odisha Housing Board, Bhubaneswar, reserves the right to reject part or whole of the bid/order without assigning any reason thereof, postpone the date of receipt and opening of the bids or cancel the bid without bearing any liability, whatsoever, consequent upon such decision.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

### **13. General Terms & Conditions**

#### **13.1 Introduction.**

The instruction/information contained in the Tender documents are for guidance and compliance of the intending bidder. Bidders are advised to obtain clarification in the pre-bid conference on the scheduled date at the designated Address/ Venue, if any, prior to the submission of their bid, failing which it will be deemed that the stipulation made in the Tender documents have been read, understood and are acceptable to the Bidder/Agency.

Bidder shall bear all cost associated with the preparation and submission of the bid, journey undertaken by them and subsequent bidding process till the empanelment of suitable bidder and the Department of Secretary Odisha State Housing Board, Bhubaneswar in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **13.2 Price**

The price bid will be submitted as per the **Annexure-5** of the tender document. The bidder shall quote his price as per schedule of items of work. The contract price rates shall be firm and shall not be subject to any variation except for statutory variations of taxes and duties during the contractual completion period. The price shall be inclusive of all taxes, duties, cess and levies excluding GST etc, as on the opening date of price bid.

#### **13.3 Compliance with regulations**

The bidder shall comply with all applicable laws or ordinance, codes, approved standards, rules and regulation and shall procure all necessary and/or other statutory bodies and Government permits, registration & licences etc. at his own cost. The agency/organisation/firm/company shall leave the Department of Secretary Odisha State Housing Board, Bhubaneswar harmless as a result of any infractions thereof.

#### **13.4 Agreement**

The selected agency/firm/organisation/company shall have to enter into agreement executed in a prescribed format (100 Rupees Court Paper) with the office of the Secretary Odisha Housing Board Bhubaneswar, within 7 working days of award of the tender. The Office of the Department of Secretary Odisha Housing Board Bhubaneswar, will issue the work order within 7 working days of agreement and the concerned agency/ firm/organisation/company should start the work within 7 working days of issue of work order

#### **13.5 Income Tax and GST**

All Income tax and other Tax Will be deducted as per Govt. of India Income tax Act & GST Will Charge As per Government of India GST Act.

### **13.6 Payment**

- i. No advance shall be given
- ii. Payment would be made by the Secretary, OSHB, Bhubaneswar
- iii. Payment would be made in Three instalment, mentioned below
  - a. 30% Payment after DGPS Survey.
  - b. 20% After Deposit at DFO.
  - c. 20% After Deposit PCF Office.
  - d. 30% After Completion of work.
  - e. GST will be paid extra as per the applicable rate.
  - f. All Govt. fees will be paid by User Agency.

### **13.7 Verification of surveyed data**

Verification of DGPS survey will be done by the concerned DFO at the time of survey

Verification of survey data will be done by the (Secretary Odisha Housing Board, Bhubaneswar) after report Submission.

### **13.8 Responsibility of the Firm**

The firm shall deploy sufficient teams along with all logistics and equipment's to carry out the survey and mapping.

Each team shall comprise of DGPS/TS operators and supervisor.

Agency shall have to take observation of all pillars which will be identified by concerned forest official.

Agency shall have to suggest the concerned DFO regarding the increase in boundary pillars in forest area wherever it is required, whereas DFO will take final decision for the increase in number of pillars for survey work.

**Tender Inviting Authority  
Secretary OSHB, Bhubaneswar**

**Covering Letter**

(To be submitted in the Official letterhead of the agency/ Firm/ organisation)

To,

The Secretary, OSHB  
Sachivalaya Marg, A/32, Kharavela Nagar,  
Bhubaneswar-751001.

Sub: Declaration Letter of Agencies for DGPS Survey

Sir,

We are hereby submitting our proposal in full compliance with the terms and condition of the Tender Notice No. A blank copy of the tender document duly signed on each page is also submitted as a proof of our acceptance of all terms & Conditions.

We confirm that, we have the capability of conducting the survey by DGPS Technology for Forest boundary and preparation of Geo reference maps, as detailed in the scope of work.

Authorised signatory.

Authorised signatory

Name:  
Designation:  
Company Seal

## Annexure-3

### Check list of Technical bid

**Technical Bid for by DGPS Survey, Tender Notice no: -----**

SL NO	PARTICULARS	YES/NO
1	Tender document <b>Annexure-1</b>	
2	Covering letter as per <b>Annexure-2</b>	
3	Acceptance by the Agency a per <b>Annexure-4</b>	
4	Information about the bidding Firm/Agency as per <b>Annexure-6</b>	
5	The copy of registration of bidding firm/company/Agency etc. (attach relevant certificates)	
6	The bidder is registered firm/company/Agency has affiliation with ORSAC. department for undertaking DGPS Survey (attach relevant certificates received from them)	
7	To indicate the functionally of the firm, attached the balance sheets of last three years of the firm, duly certified by statutory Auditor	
8	Copy of GST Registration	
8	Copy of ISO 9001 certification of the bidder firm/agency, (if any)	
9	Photocopy of PAN	
10	Copy of EPF Certificate	
11	A copy of valid GST/TIN registration certificate	

12	Declaration by the bidder as per <b>Annexure-7</b>	
13	Authorization letter issued by the agency as per <b>Annexure-8</b>	
14	Profile for Completed Project as per <b>Annexure-9</b>	
15	Brief profile of the bidding Agency/firm as per <b>Annexure-10</b>	
16	A self-certificate by the bidder that agency is not blacklisted in any state in India or in the case of foreign bidder in any country and none of the partner(s)/ Director(s)/ proprietor has not been charge sheeted/convicted as per <b>Annexure-11</b>	
17	Experience details of the agency as per <b>Annexure-12</b>	
18	The agency shall submit details of technical man power as per <b>Annexure-13</b>	
19	The agency Shall submit details Satisfactory completion of project as per <b>Annexure-14</b>	
20	Information regarding annual turnover of the agency as per <b>Annexure-15</b>	

**Please mention the Annexure number as the file name while submitting. Please ensure.**

That all information is provided strictly in the order as mentioned in the check list mentioned above

*Bidders are advised to strictly confirm compliance to bid condition and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, the Department of Secretary Odisha State Housing Board, Bhubaneswar may or may not seek confirmation/clarification and any bid not in line with bid condition shall be liable for rejection.*

**Signature of Bidder with seal**

## **Annexure-4**

### **Format for declaration that the Provision of Tender Notice are acceptable and confirm that all statements made by the bidders are complete & correct**

(To be typed on the letterhead paper of the Applicant/ Firm/Agency, including full postal address, telephone, Fax numbers and e-mail address)

To,

The Secretary, OSHB  
Sachivalaya Marg,A/32, Kharavela Nagar,  
Bhubaneswar-751001.

Sub: Declaration Letter of Agencies for DGPS Survey

Dear Sir,

Having examined the Tender Document we, the undersigned, bids for conducting Forest boundary Survey in full conformity with the said tender document.

We have read the provision of the Tender and confirm that these are acceptable to us.

We further declare that the additional conditions, variations, deviations, if any, found in our bids shall not be given effect to.

We agree to abide by this Tender, consisting of this letter, the detailed response to the Tender and all attachment, for a period of one year from the date understanding that:

a) Bids of qualified agency will be subject to verification of all information submitted for qualification and bidding:

b) Department of Forest, Government of Secretary Odisha Housing Board, Bhubaneswar reserves the right to reject or accept any application, cancel the qualification process and reject all application and the Department of Odisha Housing Board, Bhubaneswar represented by the Secretary, shall not be liable for any such actions.

Any genuine changes made by the Department of Secretary Odisha Housing Board, Bhubaneswar in the interest of the project with respect to the technical requirement during the course of the project implementation will be acceptable.

We hereby declare that all the information and statements made in these bids are complete, true and correct and accept that any misrepresentation contained in it may lead to our disqualification summarily.

**Information Details**

1. Name of Agency

2. Address of Agency

3. Name, designation and Address of the contact person to whom all correspondents shall be made regarding this Tender.

4. Telephone no. of contact person

5. Mobile no. of contact person.

6. Fax no. of contact person

7. E-mail address of contact person.

We hereby declare that our bids are made in good faith and the information contained are true and correct to the best of our knowledge and belief.

Signature of Authorised signatory

Name

Designation

Contact Address

Telephone number (mobile & land

Agency Seal



## Annexure-5

### Price Bid document

### Financial bid for selection of agencies for Survey by DGPS INSTRUMENT.

Description	Rate in Rupees for one boundary Pillar (in words and figures)
The rate for undertaking DGPS SURVEY and all other allied activities as per the scope of work for each Boundary Pillar, (exclusive of all applicable taxes) Along with breakup of cost quoted.	

Signature of Authorised signatory  
Name  
Designation  
Contact Address  
Telephone number (mobile & land  
Agency Seal

**Information about the bidding Firm****Annexure-6****(To be submitted on the letter head paper of the Firm/Agency/ Company)**

Sl no.	Particulars	
1	2	3
1	Name of the bidder	
2	Address of the bidder with Telephone, Fax, e-mail	
3	Address of the Registered Office	
4	Address of the works	
5	Name & designation of the Authorized Signatory for correspondence (Attach power of Attorney)	
6	Nature of Firm (proprietorship/partnership/Pvt.Ltd/public Ltd. Co/public sector)	
7	Permanent Account Number (Attach proof)	
8	Firm's registration Number (Attach proof)	
9	GST (Attach proof)	
10	Other details and remarks, if any	

Yours faithfully

Signature of Authorised signatory

Name

Designation

Agency Seal

**(Separate sheet may be used for giving detailed information duly signed)**

**Declaration by the Bidder**

(To be submitted in the official letter head paper of the Company)

I/We \_\_\_\_\_ (here in after referred to as the Bidder) being desirous of bidding for conducting DGPS surveys work in Meghalaya under the above mention Tender Notice No. .... and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the Tender document, DO HEREBY DECLARE THAT.

1. The Bidder is fully aware of all the requirements of the Tender document and agrees with all provision of the Tender document.
2. The Bidder is capable of executing and completing the work as required in the Tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the works.
4. The Bidder has no collusion with any employee of the Department of Forest Government of Meghalaya or with any other person firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promise of the Department of OSHB, Secretary OSHB, Bhubaneswar or any of its employees, but only by the Tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficient experienced and competent to perform the contract to the satisfaction of the Department of Secretary Odisha State Housing Board, Bhubaneswar.
8. The information and the statement submitted with the bids are true and correct.
9. These bids shall remain valid for Six months from the date of opening of the financial Bids.
10. The Bidder gives the assurance to execute the work as per the specification, terms and conditions.
11. The Bidder accepts that the firm/company/ agency will be blacklisted by the Department of OSHB & Other Department if the bidder fails to undertake the work or sign the contract within the stipulated period.

Signature of Authorised signatory  
Name  
Designation  
Agency Seal

**FORMAT FOR AUTHORIZATION FOR SIGNING THE BID**

**(On the letterhead of bidding Company/ Firm/ Agency)**

**AUTHORIZATION LETTER**

(To be on non-judicial stamp paper of appropriate value as per the Stamp Act relevant to place of execution)

Know all men by these presents, we ..... (Name and address of the registered office, Bidding company/ firm/ Agency) do hereby constitute, appoint and authorised Mr/Ms..... (name and residential address) who is presently employed with us and holding the position of ..... as our authorised person to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bids for survey of forest boundaries by DGPS/ETS technology in various Forest Division in Meghalaya including signing and submission of all the document and providing all required information/Bids to the Department of Forest, Government of Meghalaya, representing us in all matter before the Tendering Authority and or before any legal forum, in connection with our bids for the said work. She / He is also authorized to attend meeting and submit technical and commercial information as may be required by the Department of Forest, Government of Meghalaya in the course of processing above said bids.

Mr /Ms. .... & Ms/Mr. .... are hereby authorised to make technical presentation on behalf of the Agency/Organisation/Firm/company (proof of above person/Persons as employee of the Agency/Organisation/Firm/company to be enclosed)

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorised persons and that all acts, deeds and things done by our authorized persons shall and shall always be deemed to have been done by us.

Authorised signatory

Name:

Designation:

Company Seal:

**PROFILES OF PROJECTS COMPLETED**

1. Name of the clients
2. Name of the projects
3. Brief Description of the Project:
4. Scope of the projects (Activities involved)
5. Valued of the projects (INR)
6. Date of award of contract
7. Scheduled date for completion of the projects
8. Date of commencement of the projects
9. Date of successful completion of the project
10. If not completed, expected actual date of completion, and reason for delay.
11. Name of the person who can be referred to from Clients” side, with Name Designation, Postal address, Contact Number, Fax number, e-mail ID, etc

**AUTHORISED SIGNATORY**  
(Agency Seal)

**BRIEF AGENCY PROFILE**

01. Name of the firm /Agency/Organisation/Company
02. Name of the directors along with DIN
03. Year of establishment
04. Address of the Office
05. Telephone No.
06. Fax No.
07. E-Mail Address
08. Website
09. Sectors in which the Agency/Organisation/Firm/company has provided similar services to Govt. / PSU/ Agencies in India.
10. No. of full-time personnel currently under employment similar services
11. Certification (ISO 9001-2000, if any)

AUTHORISED SIGNATORY  
(Agency Seal)

**DECLARATION**

To,

The Secretary, OSHB  
Sachivalaya Marg, A/32, Kharavela Nagar,  
Bhubaneswar-751001.

Sub: Declaration Letter of Agencies for DGPS Survey

Dear Sir,

This is to certify you that our firm/agency/ Organisation/Company intends to submit bid in responds to your Tender Notice No. \_\_\_\_\_ in accordance with the above, we would like to declare that;

c) We are not involved in any litigation that may have an impact or affecting or compromising the delivery of services as required under this assignment.

d) That none of the Director(s)/ Partner(s)/ proprietor of the agency has not been convicted or charge sheeted by any/any such other organisation in any court of law.

e) We are not black listed by any Central / state Government/ Public Sector undertaking(s) / any such other Organisation(s) in India.

f) We will not use the survey data for any other purpose. We will not handover any survey data to any other person or firm or company other than as directed by the department of Forest, government of Meghalaya, we will maintain the secrecy and sanctity of the data collected, processed and reported at any stage of the work.

Sincerely Yours,

**AUTHORISED SIGNATORY**  
**(AGENCY'S NAME)**

Name

Signature

Agency Seal

**Format for submission of experience details**

To,

The Secretary, OSHB  
 Sachivalaya Marg,A/32, Kharavela Nagar,  
 Bhubaneswar-751001.

Sub:Declaration Letter of Agencies for DGPS Survey

Dear Sir,

This is to certify you that our Firm/Agency/ Organisation/Company intends to submit bid in responds to your Tender Notice No. \_\_\_\_\_ in accordance with the above, we would like to declare that we have been associated with the DGPS for the last ..... years and have experience in surveying by DGPS Technology for more than ..... Sq.km or ..... Points/Boundary Pillars. It is certified that we have experience for the DGPS Survey in forest/non-forest area.

Financial year	Area surveyed using DGPs technology (Ha)	Number of Boundary Pillars surveyed Pillars Surveyed (in Numbers)	Mention whether on forest/non-forest area	Year of survey	Evidence in support the claim
1	2	3	4	5	6

**AUTHORISED SIGNATORY**  
**(AGENCY'S NAME)**

Name

Signature

Agency Seal



**Format for certificate Availability of Technical Man Power**

To,  
The Secretary, OSHB  
Sachivalaya Marg,A/32, Kharavela Nagar,  
Bhubaneswar-751001.

Sub:Declaration Letter of Agencies for DGPS Survey

Dear Sir,

This is to notify you that our firm/agency/ Organisation/Company intends to submit bid in responds to your Tender Notice No. \_\_\_\_\_ in accordance with the above we would like to declare that the employee as per details given below along are working in our Firm/ agency/ organisation for more than 12 months

Name of the employee	Technical qualification of the employee	Designation	Date of joining in the agency/ Organisation	Copy of the Certificate issued to the employee (if applicable)	Proof of the Technical qualification of the employee
1	2	3	4	5	6

Sincerely Yours,

AUTHORISED SIGNATORY  
(AGENCY'S NAME)

Name

Signature

Agency Seal

**Annexure-14**

**Format for Certificate for Satisfactory Completion of the Project**

To,  
The Secretary, OSHB  
Sachivalaya Marg, A/32, Kharavela Nagar,  
Bhubaneswar-751001.

Sub: Declaration Letter of Agencies for DGPS Survey

Dear Sir,

This is to certify you that our Firm/Agency/ Organisation/Company intends to submit bid in response to your Tender Notice No. \_\_\_\_\_ In accordance with the above we would like to declare that the projects as per details given below along with the details of clients have been completed by the agency within the stipulated time.

Name of the project	Area of the project	Details of clients including name of the contact person	Date of initiation of work	Scheduled date for completion of the project	Date of actual completion of the project	Copy of the work order & completion certificate issued by the clients for timely completion of the projects

**AUTHORISED SIGNATORY  
(AGENCY'S NAME)**

Name

Signature

Agency Seal

**FORMAT FOR FINANCIAL REQUIREMENT – ANNUAL TURNOVER**

(On the letterhead of bidding Company/ Firm/ Agency)

To,  
The Secretary, OSHB  
Sachivalaya Marg, A/32, Kharavela Nagar,  
Bhubaneswar-751001.

Sub:Declaration Letter of Agencies for DGPS Survey

We certify that the Bidding Company/ Firm/ Agency, had an average Annual turnover of Rs...../ based on audited annual accounts of the last three years ending 31st March, 2021

Authorised Signatory Statutory Auditor  
(Stamps & Signature)  
Date.

BILL OF QUANTITIES			
Sl. No.	Item of Work	Time required in days	Amount
1	DGPS Survey of forest area, approval from Orsac & Signed it from revenue & forest officials.	30	90000
2	Posting of pillars around Forest Patch	10	20000
3	Preparation of 7 Copies Forest Diversion Proposal with TOPO map preparation, Kml files preparation or other	15	90000
4	Preparation documents for forest right act.	10	50000
5	<ul style="list-style-type: none"> <li>· Uploading online the proposal to PCCF, Nodal</li> <li>· Acceptance by PCCF, Nodal by putting State Serial No.</li> <li>· Submission of the proposal in 6 copies to DFO, Balunga for compilation of Part II.</li> </ul>	20	70000
6	Tree enumeration, Unit Calculation, Cost benefit Analysis, Preparation of C A Scheme, Site inspection by DFO and recommendation to RCCF., DGPS survey of CA land, preparation of FRA certificate.	25	300000
7	<ul style="list-style-type: none"> <li>· Site inspection by RCCF, compilation of Part III and recommendation to PCCF, Nodal</li> <li>· Scrutiny of the proposal by PCCF and recommendation of PCCF. Then sent the proposal to State Govt. in F &amp; E Dept.</li> <li>· Scrutiny at Govt. level, obtaining recommendation of Pr. Secretary, F &amp; E and onward submission to MoEF, Bhubaneswar (Regional Office).</li> <li>· Issue of Stage I approval by MoEF with conditions to be complied by User Agency.</li> </ul>	50	80000
8	<ul style="list-style-type: none"> <li>· Mutation of non-forest land identified for comp. affn. Submission of proposal for declaration of Protected Forests, compliance to conditions and depositing NPV, etc.</li> <li>· Submission of compliance report to DFO, RCCF, PCCF, State Govt in F &amp; E Dept., MoEF for issue of Stage II approval.</li> </ul>	90	150000
T O T A L (Eight Lakhs Fifty Thousand Only)		250	850000