

REQUEST FOR PROPOSAL (RFP)
FOR
the Selection of Company/Agency/ Firm to prepare GIS
Based Mapping of Municipal Assets & Digital Inventory
of Government Land of M. Corp. Shimla and M. Corp.
Solan, Himachal Pradesh.



Directorate of Urban Development

Palika Bhavan, Talland, Shimla, Himachal Pradesh-171002.

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-Tender Notice-

Request for Proposal (RFP) for the Selection of Company/Agency/Firm to prepare GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.

RFP No: UD-H(C)(17)-1/2025-26-

Date: 18.09.2025

1. Directorate of Urban Development invites technical and financial proposals from eligible Consultancy Firms for **Request for Proposal (RFP) for the Selection of Company/Agency/Firm to prepare GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.**

2. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <http://www.hptenders.gov.in> from 18.09.2025. The eligible bidders may submit their bids online at e-tendering portal i.e. <http://www.hptenders.gov.in>. Only online bids shall be accepted.

3. As the tenders are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorised agency.

4. Proposals received without Cost of RFP document & EMD/Security Deposit are ineligible.

5. The last date for submitting the online bids is 03.10.2025 up to 02:00 PM.

Key Details:

S. No.	Description	Important Information
1.	RFP Document Fee	Rs. 5000/- to be deposited online in favor of The Director, Urban Development
2.	Amount of EMD	Rs. 75000/- to be deposited online in favor of The Director, Urban Development.
3.	Bank Details	Director, Urban Development Axis Bank Ltd. A/c No. 914010013395662 IFSC : UTIB0000050

4.	EMD and Cost of tender documents online submission	03.10.2025 up to 02:00 PM
5.	Date of online publication	18.09.2025 at 02:00 PM
6.	Downloading of e –tender documents	18.09.2025 at 02:00 PM to 03.10.2025, 02:00 PM
7.	Date of submission of e-tender	18.10.2025 at 02:00 PM to 03.10.2025, 02:00 PM
8.	Date of opening of Technical Bid	03.10.2025 at 03:00 PM

The tenderers are required to upload & submit their e-tender for the above works/assignment online only. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorized agency.

All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The <http://www.hptenders.gov.in> site should visit regularly visit the website to keep themselves updated.

Letter of Invitation

1. The Director, Urban Development (hereinafter ‘the Client’) invites proposals to provide Consultancy Services for **Request for Proposal (RFP) for the Selection of Company/Agency/Firm to prepare GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.**

Detailed Scope of Work is provided in the Terms of Reference.

2. A firm shall be selected under Technically Qualified Least Cost Based method and procedures described in this RFP.

3. The RFP includes the following documents:

- Letter of Invitation
- Data Sheet and Instructions to Company/Agency/Firms, see Annexure A
- Instructions to Bidders
- Technical Proposal, for Standard Forms see Annexure B
- Description of Approach and Methodology, see Annexure C
- Terms of Reference (ToR), see Annexure D

4. Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Company/Agency/Firm to check the validity of data included in this document.

5. Bidders are requested to submit scanned copies of following documents along with their proposals:-

- i. Document Fee (Non-Refundable) of Rs. 5000/- (Rupees Five Thousand only)
- ii. Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs. 75000/- (Rupees Seventy-Five Thousand only)
- iii. Copy of certificate of Incorporation/Registration Certificate
- iv. Audited Statement of Annual Turn Over of last 3 year to be enclosed along with ITR
- v. Certificate/Work order/MOU/Completion Certificate from employer regarding experience should be furnished.
- vi. The cost of e-Tender and EMD should be deposited online before the scheduled date and time.

Yours Sincerely

The Director,
Urban Development,
Himachal Pradesh.

Terms of Reference (ToR)

1. Background

The Client now invites proposals to provide the following consultancy services for (hereinafter called “Services”): **“GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.”**

The Director, Urban Development, Himachal Pradesh has initiated a series of reforms and measures to improve governance, physical and social infrastructure for the well-being of citizens with a thrust to urban reforms. For efficient, economical and meaningful municipal administration, including the Land inventories for futuristic planning purpose, a comprehensive and integrated land parcel data set through GIS application has become essential. To achieve the goal of electronic governance for these ULBs, large scale and detailed GIS base mapping is required. Director, Urban Development, Himachal Pradesh intends to appoint an agency / firm to carry out the work of **GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.**

2. Brief Description of Task

2.1 Preparation of Government Land Parcel Inventory

- Identify and delineate Municipal Assets & all the Government Land parcels within the boundaries of M. Corp. Shimla and M. Corp. Solan as per Annexure-II.
- High-resolution orthorectified 2D Drone imagery will be used for GIS Base mapping.
- Land Revenue Data (Cadastral Revenue Maps in vector format).
- Cross-verification of delineations shall be undertaken to ensure spatial and attribute accuracy.

2.2 Integration with LULC Data

- Integrate the prepared land parcel data with Land Use Land Cover (LULC) classified datasets.
- Generate thematic layers showing existing land use vis-à-vis government land ownership.
- Highlight areas of potential planning intervention, encroachments, and under-utilized lands.

2.3 Preparation of Government Asset Inventory

- Develop a comprehensive attribute-linked inventory of all major government assets located within the identified land parcels. Assets include:

- 1. Centre Government Assets:** Land parcels, Buildings/Offices, Residential/ Commercial Complexes
- 2. State Government Assets:** Land parcels, Buildings/Offices, Residential/ Commercial Complexes
- 3. Municipal Assets:** Land parcels, Buildings/Offices, Residential/ Commercial Complexes
- 4. Others Government Assets**
- 5. Vacant Land Inventory**

Note: All the data sets will be prepared as per the design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by MoHUA.

2.4 Field Verification/ Ground Truthing of All Assets

Undertake physical site visits to each identified government asset.

Prepare detailed condition reports for each asset, capturing:

1. Asset type and usage
2. Ownership details
3. Current possession (in use, vacant, encroached, leased/rented, etc.)
4. Number of floors and structural configuration
5. Construction year and any major renovations
6. Current physical condition (good, average, poor, dilapidated)
7. Geotagged recent photographs (minimum 2 per asset)

2.5 Database Development and Integration

- Compile land parcel and asset data into a comprehensive GIS-based attribute database.
- Ensure interoperability with standard GIS formats (SHP, GDB, GeoJSON, KML) for departmental use.
- Standardize attribute fields in alignment with MoHUA asset inventory framework.

The Director, Urban Development, Himachal Pradesh intends to appoint Consultancy Firm for “**GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.**” using latest high resolution Drone Images and survey of all **Government Lands (Centre Government Land, State Government Lands and Municipal Assets)** etc. The selected Consultancy Firm shall be required to generate all the data sets as per the design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by MoHUA. Following activities are to be covered under the project:

1. Review of existing situation, collection of all available data from ULB, in soft copy

- and or hard copy including municipal boundary, Town survey maps, Cadastral maps, ward boundary maps, slum related data, colony boundary maps etc;
2. Data evaluation: Source and reliability, positional accuracy, attribute authenticity;
 3. Interpretation and digitization of all physical features from Drone imagery. The digitization process shall include vectorisation, symbolization, layering, edge matching, topological integrity, and data base linking;
 4. Geo-referencing and digitization of Cadastral Maps;
 5. Incorporation of locality, ward, zone and municipal boundaries;
 6. Database structure and design as per the design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by MoHUA.

3. Project Area

M. Corp Shima is the State Capital and District Head Quarter of Shimla District and M Corp. Solan is the District Head Quarter of Solan District of Himachal Pradesh. Brief details of the ULB are as under:

1. AREA OF M. CORP. SHIMLA – 32.30 Sq.km (approx).
2. POPULATION – 169578
3. NO. OF HOUSEHOLD – 35000 (approx)
4. No. of Wards – 34

1. AREA OF M. CORP. SOLAN – 11.62 Sq.km (approx).
2. POPULATION – 47418
3. NO. OF HOUSEHOLD – 17000 (approx)
4. No. of Wards – 17

4. Scope of Work

The selected bidder will prepare the **“GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.”** using latest high resolution Drone Images and survey of all **Government Lands (Centre Government Land, State Government Lands and Municipal Assets)** etc. The selected Consultancy Firm shall be required to generate all the data sets as per the design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by MoHUA. The same data after checking and approval is to be uploaded on PM Gati Shakti Portal.

4.1 Preparation of GIS Base Map

The main objective of the project is to prepare the “**GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh.**” The details of features to be interpreted are given in **Annexure II**. The preliminary interpreted map should be ground verified and the final map is to be prepared by incorporating the ground truth data.

4.2 Digitization and Map Preparation

Proper grid and projection shall be designed for the whole of the town. This is essential for proper representation of graphical data of all the Government Land Parsels including ground truthing with all its required attribute data and metadata. In the case of digitization, the data is checked for dimensional accuracy, completeness, displacement, edge matching, symbology, and layering. All undershoots/overshoots; dangling vertices shall get removed in the process. The method to be adopted for digitization shall confirm as per the standards discussed below:

- | | |
|--|---------------------|
| (i) Minimum mappable unit on Maps | -- 1 mm on scale |
| (ii) Location accuracy in GIS | -- 1 mm on scale |
| (iii) Minimum spatial unit in GIS | -- 2 mm on scale |
| (iv) Registration Error threshold in GIS | -- 0.25 mm on scale |
| (v) Coordinate movement/Weed tolerance | -- 0.25 mm on scale |

All the **of Municipal Assets & Digital Inventory of Government Land** should be superimposed/extracted from drone imagery through on screen / Heads on digitization technique. The hard copy of the maps with all the above digitized features is to be prepared on 1:750 scale for updation of base map through field survey.

4.3 Survey and Updation of Base Map

The Company/Agency/Firm will be responsible for integration of available data with GIS Base Map in GIS relating to cadastral data sets in addition to the data collection during the preparation\ updation of base map. The base map hard copy prepared through on screen digitization of Drone imagery as discussed above is to be used for ward wise survey for the updation purpose and finalization of layer wise Base Map with the attributes, as per **Annexure II**.

4.4 Final Base Map

Final base map is to be prepared incorporating the data collected from survey and the data for different entities. Hard copy base maps are to be prepared at 1: 1000 scale ward wise. The base maps will be prepared in various layers for ease of operation in GIS. Layer and

data structures can be modified depending on the local requirements of ULB after approval from Director, Urban Development. The details of the layers for base map are given at **Annexure II**.

4.5 Detailed Survey and Verification

The Company/Agency/Firm will prepare a detailed land parcel GIS database of all Government Lands (Centre Government Land, State Government Lands and Municipal Assets) etc. of each land parcel with suggested attribute data and its database generation and integration with Base Map.

During the ground truthing/field survey the Company/Agency/Firms shall collect and verify the following information for each land parcels given in Annexure II.

4.6 Compilation of Data as per Database Structure

The Company/Agency/Firm will compile the data strictly as per agreed database structure of design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by Ministry of Housing and Urban Affairs (MoHUA).

4.7 Integration of Database with Base Map and its Updation

The selected Company/Agency/Firm shall integrate the final database of all the assets/parcels with the base map database and also update the thematic layers of base map accordingly.

4.8 Digital Photograph of each Assets/Property Linked with Base Map

The selected Company/Agency/Firm shall take digital photograph of each property and it should be linked with respective database of the building in base map.

4.9 Updation of Base Map

During the survey if there is any change in status of administrative boundaries (like Corporation boundary, ward boundary) Land Parcels, Buildings and other basic GIS database layers be updated in the Base Map.

5. Outputs and Deliverables

Under this contract, the Company/Agency/Firm's payments will be output and deliverables based. It is very important to note clearly and in detail the exact outputs required and what they should contain. The desired outputs & deliverables under this contract are as shown below.

1. GIS-based map layer of all government land parcels within boundaries of M. Corp. Shimla and M. Corp. Solan.
2. Integrated LULC-linked dataset showing ownership and land use.
3. Detailed asset inventory (with geotagged photographs) in tabular + GIS-linked format and uploading of data on PM Gati Shakti Portal.
4. The GIS Based Mapping data in printable format as per following:
 - i. Ward wise check prints in Hard copy on 1:2500 or large scale containing all the Government Lands Parcels (In A0 Paper – five sets coloured) and one set in soft copy in GIS format and PDF format
 - ii. Ward wise mapping of Municipal Assets & Digital Inventory of Government Lands Map (Hard Copy) on 1:1000 scale (Five sets of multi-colour plotted maps on A0 paper) and PDF format
 - iii. Digital data of base map in SHP file & Kml. format along with soft copy of base map to a scale of 1:2500 and 1:5000 (soft copy)
 - iv. Complete ULB maps on 1:2500 in hard copy (Five sets of multi-colour plotted maps on A0 Paper) and PDF format

6. Standards and Guidelines

1. All works shall conform to design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by Ministry of Housing and Urban Affairs (MoHUA).
2. Data accuracy shall adhere to national spatial data standards with proper ground truthing of the land parcels in the field.
3. Metadata documentation shall be prepared for each dataset.

7. Terms for provision of the services and reporting

1. The Company/Agency/Firm will correspond with and report to concerned authorized person from the Director, Urban Development team.
2. The Company/Agency/Firm will work according to the deadlines provided in the current RFP.
3. The Company/Agency/Firm will conduct itself in a professional and ethical manner,

and will ensure that none of its actions have an adverse effect on the project.

4. The Company/Agency/Firm will set up site office at ULBs/Project place with complete infrastructure Computers, Software, A3 Printer, Plotter, Scanner and Furniture etc.
5. The Company/Agency/Firm will appoint staff for mapping and ground truthing /field activity and data entry at site office who will work in close concern with the Director, Urban Development office.

8. Schedule for Output and Deliverables

The firm is expected to complete the work within 2 months' time period from the date of signing of agreement.

9. Payments to the Company/Agency/Firms

S.No	Description of Deliverable/Outputs	Payment
1.	Acceptance of Inception Report	10 %
2.	Completion of GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp. Shimla and M Corp. Solan	30 %
3.	<ul style="list-style-type: none"> ✓ Acceptance of Thematic layers along with contours (Hard copy check print maps on 1:2500 scale and GIS data of all the thematic layers ✓ Acceptance of submitted check prints of 1:750 scale contain land use and Land Inventory of all Government Lands and building footprints and other important features and landmarks etc. ✓ Acceptance of corrected base map including building/plot thematic layer with database for all the thematic layers in soft and hard copy. 	10 %
4.	Approval of Final Reports and other Deliverables	30 %
5.	Uploading of verified/approved data on PM Gati Shakti Portal	20 %

Note:

- i. Under this contract the Company/Agency/Firm's payments will be output and deliverables based as per the following schedule:
- ii. The consultancy charges for performance of the services under the contract shall be paid by the client in terms of percentage of the total project cost (as quoted/negotiated by the successful Company/Agency/Firm).
- iii. It is expected that Company/Agency/Firm has quoted amount considering all requirements for satisfactory performance of the services included in ToR. If the Company/Agency/Firm has not considered any component for performance of the

services, no extra payment shall be made on this account.

- iv. The Company/Agency/Firm invoice will be supported by the Deliverable Schedule according to the time lines at each stage of payment, duly approved by the ULB officials.
- v. The Payments under assignment shall be made on Lump sum fees quoted (L1) by the Winning Company/Agency/Firm and shall be based on the Fees quoted (L1) by winning Company/Agency/Firm on % of Project Cost.
- vi. The payment shall be released within 15 days from receipt of invoice from the Company/Agency/Firm subject to terms and conditions mentioned earlier in this contract.

10. Methodology and Work Plan: {Please outline the plan for the implementation of all the activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. 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. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the ToR/Work Schedule Form.}

11. Quality Control

The Company/Agency/Firm shall follow standard Government of India standards and guidelines for Survey, Mapping and Database generation. Each land parcels shall be digitized/referenced accurately and with proper ground truthing of the land parcels in the field as per design & standards of Formulation of GIS Based Master Plans for AMRUT Cities, March, 2016 under AMRUT by Ministry of Housing and Urban Affairs (MoHUA). The thematic layers attribute data should be attached to all the Assets. The Company/Agency/Firm will submit the data on fortnightly basis to the Director, Urban Development in hard and soft copy. At least 10% of the data will be taken as sample and checked randomly by the ULB staff and if less than 5% of sample data is found to be incorrect, the Company/Agency/Firm will correct it within 15 days after getting feedback from the ULB and resubmit. In case of more than 5% of the sample data found to be incorrect, the Company/Agency/Firm will have to redo the survey for the area without any extension of time and resubmit the corrected data for quality check again.

Data Sheet

1.	Name of the Client: Director, Urban Development
2.	Method of selection: Technically Qualified Least Cost Based method. The selection process will be based on securing minimum 70% marks Technically with Least financial proposal.
3.	Financial Proposal to be uploaded together with Technical Proposal: Yes Title of Consulting Service is: The Selection of Company/Agency/Firm to provide Services for GIS Based Mapping of Municipal Assets & Digital Inventory of Government Land of M. Corp Shimla and M. Corp Solan, Himachal Pradesh
4.	A pre-bid meeting will be held: No But any clarifications may be asked through E-mail by 24.09.2025 upto 5:00 pm and the reply shall be uploaded on Urban Development Department website.
5.	Proposals must remain valid for 60 days after the submission date indicated in this Data Sheet.
6.	The Company/Agency/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Company/Agency/Firm : Yes
7.	Bidders Eligibility Criteria: Applicable I. The Company/Agency/Firm must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. II. Average annual turnover of Company/Agency/Firm for the last three financial years should be equal to or greater than Rs. 35.00 Lakh. III. The Company/Agency/Firm should have experience of completing GIS Based Mapping projects/assignments in the last 3 years of more than Rs. 50 Lakh. IV. The Company/Agency/Firm must have GST Number. V. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies act 1956/2013 are only

	<p>eligible to participate in this RFP.</p> <p>VI. The bidder should not be blacklisted in the past.</p> <p>Government (Central & State) agencies may also apply if they fulfill above eligibility details.</p>
8.	Financial Proposal to be submitted only online.
9.	Technical Proposals to be submitted only online
10.	<p>A non-refundable RFP Cost should be provided with Technical Proposal: Yes.</p> <p>If Yes, the amount of the RFP Cost is Rs. 5000/- (Rupees Five Thousand only) electronically in favour of "Director, Urban Development", from any Nationalized/Scheduled Bank as per account detail given in the RFP:</p>
11.	<p>A Bid Security must be submitted: Yes</p> <p>An Ernest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes</p> <p>If Yes, the amount of the Ernest Money Deposit (EMD)/ Bid Security is Rs. 75000/- (Rupees Seventy-Five Thousand only) electronically in favour of "Director, Urban Development", from any Nationalized/Scheduled Bank as per account detail given in the RFP.</p>
12.	<p>The amount of the EMD/Bid Security is Rs. 75000/- (Rupees Seventy-Five Thousand only) for each Bid and the duration for validity of Bid Security is 60 days. Bid security shall be refunded to the successful bidder upon signing of agreement with Director, Urban Development. For unsuccessful bidders the bid security shall be refunded within 30 days after signing of agreement with the successful bidder.</p>
13.	<p>A Performance Bond in the form of Bank Guarantee is to be submitted by the successful Bidder before signing of Contract. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: The Director, Urban Development, Himachal Pradesh and drawn on a nationalized or scheduled commercial bank.</p>

14.	Currency for Proposals is: Indian Rupee
15.	Address for communication of Proposals: The Director, Urban Development, Palika Bhawan, Talland, Shimla-02, Himachal Pradesh. Phone: 0171-2626516 E-Mail ID: ud-hp@nic.in
16.	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]
17.	Expected date for commencement of consulting services: (Within 7 days of signing the agreement with The Director, Urban Development)
18.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.
19.	The Time line to complete the full assignment is 2 months after signing of the agreement/contract.
20.	The Director, Department of Urban Development reserves the rights to reject/ cancel the tenders without assigning any reason thereof.
21.	In case of any ambiguity in the bid documents submitted by the bidders online, the department may seek clarification from the prospective bidders online only.
22.	It will be the prerogative of the department to change minor conditions at the time of technical evaluation as per the scope of work and requirement of the department.
23.	The decision of the competent authority of the department regarding the finalization of the tender as per the documents submitted by the bidders online will be the binding to the prospective bidders.

Instructions to Bidders

1. Introduction

1.1 The Company/Agency/Firms are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Company/Agency/Firm.

1.2 The Company/Agency/Firm shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Company/Agency/Firm.

1.4 Eligibility Criteria

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

1.4.1 A firm declared ineligible by the Government of India or Government of Himachal Pradesh shall be ineligible to provide consulting services under the project.

1.5 Number of Proposals

1.5.1 Company/Agency/Firms can only submit one proposal. If a Company/Agency/Firm submits or participates in more than one proposal, such proposals shall be disqualified.

2 Clarifications of RFP Documents

2.1 Company/Agency/Firms may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Company/Agency/Firms who have formally indicated that they intend to submit

a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing and shall upload the same by standard electronic means.

3. Preparations of Proposals

3.1 The Proposal and all related correspondence exchanged between the Company/Agency/Firm and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

3.2 The Company/Agency/Firm shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the uploaded Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.3 Company/Agency/Firms shall submit online the cost of tender and EMD before the scheduled date and time.

4.4 Technical Proposal

The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
- b. Legal Constitution & Number of Years of Existence; (use Format 2);
- c. Financial Standing (Annual Turnover) of agency; (use Format 3);
- d. Registration Details of the Bidder in the GST Act; (use Format 4);

- e. Project detail sheets outlining previous experience of the firm in GIS Based Mapping assignments completed during the past years (in prescribed format), (use Format 5);
- f. CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 6);
- f. List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 6);
- g. Matters not appropriate in any other section. This includes: written confirmation authorizing the signatory of the Proposal to commit the Company/Agency/Firm;

4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Company/Agency/Firm's Proposal.

4.6 Financial Proposal

The Financial Proposal shall be submitted/uploaded online as per BoQ.

4.7 Submission Instructions

4.7.1 Company/Agency/Firms are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

4.7.2 The Company/Agency/Firm shall upload Proposals using the appropriate submission sheets provided in **Technical Proposal Submission Forms & Description of Methodology and Work Plan**. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

4.8 Proposal Validity

4.8.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.

4.8.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.

4.8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Company/Agency/Firms to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Company/Agency/Firm may refuse the request. A Company/Agency/Firm granting the request shall not be required or permitted to modify its Proposal.

4.8.4 During the Proposal validity period, Company/Agency/Firms shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

4.9 Format and signing of Proposals

Scanned copies of following may be uploaded on the portal.

4.9.1 Technical Proposal to be uploaded online as per the required documents.

4.9.2 Financial Proposal should be submitted online only.

4.9.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Company/Agency/Firm. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

4.9.5 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Company/Agency/Firms subject to the previous deadline shall thereafter be subject to the deadline as extended.

5. Evaluation of Technical Proposals

5.1 Criteria for Evaluation of Technical Proposals

5.1.1 Technical proposal of all the Applicants will be evaluated based on the following Evaluation Criteria.

5.1.2 Technical proposals of all the Applicants will be evaluated based on Technically Qualified Least Cost Based method. Evaluation of the proposals will be done by the evaluation committee as per the parameters mentioned below:

S. No.	Evaluation Criteria	Score
1.	Specific Experience of Company/Agency/Firm related to the present assignment	40
	GIS Base Mapping (8 marks per project) (Max 5 Projects each amounting to Rs. 5 lakhs and above) Experience in Hilly States (3 marks per project)	15
2.	Description of Methodology and Work Plan	5
3.	Personnel (CVs)* Team leader (Minimum 10 years' experience)	5
4.	GIS Expert (3 No's) Personnel (CVs)* (Minimum 5 years' experience)	9
	Field Surveyors (3 No's) Personnel (CVs)* (Minimum 3 years' experience)	6
5.	Detailed Presentation about the Process, Technical Aspects, Methodology & Work Plan and Execution on ground & completion time.	20
	Total	100

The Technical Proposal must include an undertaking by the bidder (lead firm in case of consortium/association and both bidders in case of Joint Venture) stating that none of the Company/Agency/Firm proposed in the present proposal have been demobilized for poor/unsatisfactory performance from any project during the last three years. The undertaking must be a separate document and forms an indispensable part of the Technical Proposal.

Any bidder which proposes to use a Company/Agency/Firm who is already committed on any other project/contract and whose deployment on the new contract

would be in conflict with the working of any existing contract shall be scored zero against that position.

The Company/Agency/Firm shall submit the details of full team while submitting the bids and no changes in key professionals during implementation of the assignment is allowed. However, in case of exigencies like health reasons, the changes in key professionals will be admissible only by providing equivalent or better than the original key professionals.

5.2 Evaluation of Technical Proposals

5.2.1 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals. Technically Qualified Least Cost Based method. The selection process will be based on securing minimum 70% marks Technically with Least financial proposal.

5.2.2 The Director, Urban Development will constitute an Evaluation Committee for evaluation of Proposals received.

5.2.3 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

5.2.4 A Technical Proposal may not be considered for evaluation in any of the following cases:

- (i) the Company/Agency/Firm that submitted the Proposal failed to make a proper statement effect in the cover letter; or
- (ii) the Company/Agency/Firm that submitted the Proposal was found not to be legally incorporated or established in India; or
- (iii) the Technical Proposal was submitted in the wrong format

5.2.5 After the technical evaluation is completed, the Director, Urban Development shall notify Company/Agency/Firms whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Company/Agency/Firms who's Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be opened/downloaded. The Director, Urban Development shall simultaneously notify, in writing to the Company/Agency/Firms who's Technical Proposals qualified minimum qualifying technical eligibility criteria/score, indicating the date, time, and location for opening of Financial Proposals. (Company/Agency/Firms' attendance at the opening of Financial Proposals is optional).

5.3 Opening and Evaluation of Financial Proposals

5.3.1 Opening of Financial Proposals –

5.3.1.1 At the opening of Financial Proposals, Company/Agency/Firm representatives who choose to attend, will sign an Attendance Sheet.

5.3.1.2 The client's representative will download the financial proposal of each of only qualified technical Proposal. Such representative will read out aloud the name of the Company/Agency/Firm and the total price shown in the Company/Agency/Firm's Financial Proposal. This information will be recorded in writing by the Client's representative.

5.4 Evaluation of Financial Proposals

5.4.1 Financial proposals shall be downloaded publicly and read out;

5.4.2 Company/Agency/Firms' attendance at the opening of Financial Proposals is optional.

5.4.3 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of Director, Urban Development designated by the Director, Urban Development involved in the evaluation process, will not be permitted to seek clarification or additional information from any Company/Agency/Firm, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- i. Complete, to see if all items of the corresponding Financial Proposal are priced,
- ii. Computational errors if there are will be corrected;

6. Method of Selection

The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals. Technically Qualified Least Cost Based method. The selection process will be based on securing minimum 70% marks Technically with Least financial proposal.

The proposal with the Technically qualified with least quoted price will be considered for award of contract and will be called for negotiations, if required.

7. Award of Services

7.1 Director, Urban Development will issue Letter of Intent (LoI) in favour of bidder who will come first by Technically Qualified Least Cost Based method. A Letter of Award (the “LOA”) shall be issued, in duplicate, by Director, Urban Development to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the award of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

8. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract Agreement within the period of 15 days from the date of award of LOA.

9. Settlement of Disputes

9.1 Amicable Settlement

9.1.1 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.

9.2 Dispute Settlement

9.2.1 Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party’s request for such amicable settlement, may be

submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Shimla, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

9.2.2 The place of Arbitration shall be in Shimla only.

10. Penalty

In case of any delay in execution of works beyond the stipulated period, penalty @ 2.0 % of contract value for every week of delay, subject to a maximum of 20 % of contract value shall be recovered from the successful consultant, before release of final payment.

11. Data

All documents and other information provided by Director, Urban Development, Himachal Pradesh or submitted by an Applicant to Director, Urban Development shall remain or become the property of Director, Urban Development, Himachal Pradesh. All information collected, analyzed, processed or in whatever manner provided by the agency to Director, Urban Development, in relation to the Consultancy shall be the property of Director, Urban Development, Himachal Pradesh.

**Technical Proposal Submission Forms
(To be submitted online)
Format 1: Covering Letter**

[Location, Date]

To:

Director,
Urban Development,
Himachal Pradesh.

Dear Sir/Madam,

We, the undersigned, offer to provide the Consultancy Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal online.

We hereby declare that we have read the Instructions to Company/Agency/Firms included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5. [In case of any declaration, reference to concerned document attached must be made].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Undertaking

Format 2: Legal Constitution & Number of Years of Existence

Organization Name:	
1. Status / Constitution of the Organization:	
2. Name of Registering Authority:	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

**Note: Please provide copy of the registration certificate from the appropriate
Registering Authority.**

Format 3: Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 35.00 Lakh for the last 3 financial year ending of month 31st march 2022. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs.Lakh as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakh)
2022-23:	
2023-24:	
2024-25:	
Total	
Average Annual Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the organization/agency for overthe last three Financial Years.

Format 4: GST Registration Details

GST Registration Details of Company/Agency/Firm		
Sl. No.	Particulars	Details
1.	Name	
2.	Address (As per registration with GST)	
3.	City	
4.	Postal Code	
5.	Region/State (Complete State Name)	
6.	Permanent Account Number	
7.	GSTIN ID/Provisional ID No.: (copy of Acknowledgement required)	
8.	Type of Business (As per registration with	
9.	Service Accounting Code/HSN Code:	
10.	Contact Person	
11.	Phone Number and Mobile Number	
12.	Email ID	
13.	Compliance Rating (if updated by GSTN)	

Format 5: Project Detail Sheet

(Please fill separate assignment wise)

Assignment name:	Approx. value of the contract (in current Rs):
State & City name:	
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent:	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Format 6: Curriculum Vitae (CV) for Proposed Experts

Proposed Position [only one
candidate shall be nominated for each position] (Please fill separate format 5 for
proposed all proposed experts)

NAME :

DATE OF BIRTH :

NATIONALITY :

EDUCATION : [year] [name of institution and degree]

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS :

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND

[Description]

EMPLOYMENT RECORD

[Year starting with present position][employer]

PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment, position held,
responsibilities undertaken and achievements attained.]

.....

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

(ii) In the absence of medical incapacity, I will undertake this assignment for the
duration and in terms of the inputs specified for me in the Technical Bid provided
team mobilization takes place within the validity of this Bid or any agreed extension
thereof. I understand that any willful misstatement herein may lead to my
disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

_____ [Name of Expert/Authorized signatory].

Format 7: Expert Team and Summary of CV Information

Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time)	Education/ Degree (Year / Institution)	No. of years of GIS Based mapping project experience

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization:

ANNEXURE I

**Details of the layers for GIS Based Mapping of Municipal Assets & Digital Inventory
of Government Land**

S. No	Layer Name	Vector Representation	Data Source	Attribute Data	Remarks
1.	Municipal Corporation Boundary & Ward Boundary	Polygon	Department and Field Survey	Code, Class, Sub_Class, ID and Name, Ward No. and Ward Name etc.	Provided by the Department/ concern ULB in Hard/Soft copy
2.	Basic GIS Base Map Layers	Point/Line/ Polygon	Department and Field Survey	Code, Class, Sub_Class, Name etc.	Drone Imagery and Field Survey/Ground Truthing
3.	Vacant Land Inventory (only Government Lands)	Polygon	Department and Field Survey	Code, Class, Sub_Class, Building_ID, Khasra_No, Building_Type, Construction_Type, Possession, Ownership, Building_Area_sqm, Khasra_Area_sqm, Vacant_Area_sqm, Year_Built, Condition, Ward_No, Address, Latitude, Longitude, Photo_Link, Verified, Remarks	Field Survey/Ground Truthing
4.	Centre Govt. Property	Polygon	Department and Field Survey		Field Survey/Ground Truthing
5.	State Govt. Property	Polygon	Department and Field Survey		Field Survey/Ground Truthing
6.	Municipal Land/ Buildings	Polygon	Department and Field Survey		Field Survey/Ground Truthing
7.	Other Government Buildings/ Plots etc.	Polygon	Department and Field Survey		Field Survey/Ground Truthing
8.	Cadastral Map/Town Survey Maps	Polygon	From ULB and Land Records Department	Code, Class, Sub_Class, ID, Khasra No., Land Status and Type, Owner Details etc.	Provided by the Department in Hard/Soft copy

***The Drone images will be provided by the Department. Any other important layer after mutual discussion.**

Urban Landuse/Land Cover – Geospatial Data Content (GIS Structure Table)

S. No.	Code	Class	Sub-Class	Geometry
1.	06-01	Residential	Residential Area/ Colony/ Complexes	Polygon
2.	06-02	Residential	Township	Polygon
3.	06-03	Residential	Housing Scheme	Polygon
4.	07-01 to 07-14	Commercial	Rental	Polygon
5.	14-01	Railway	Railway Property	Polygon
6.	12-01	Centre Government Property	Office	Polygon
7.	12-02	Centre Government Property	Quarter	Polygon
8.	13-01	State Government Property	Office	Polygon
9.	13-02	State Government Property	Quarter	Polygon
10.	23-01	Vacant Land	Private Vacant	Polygon
11.	23-02	Vacant Land	Municipal Asset	Polygon
12.	23-03	Vacant Land	Government Asset	Polygon
13.	23-04	Vacant Land	Reclaimed Land	Polygon
14.	23-05	Vacant Land	Layout / Plotted	Polygon
15.	33-01 to 33-16	Others	As per Guidelines	Polygon/Point

Attribute Name	Attribute Field Name	Attribute Field Type	Attribute Field Width	Description/Value
Code	Code	Alphanumeric	10	Code as given in above Table
Class	Class	Text	25	Code as given in above Table
Sub-Class	Sub-Class	Text	50	Code as given in above Table

Area in Sq. mt.	Area	Double	10 Up to 4 decimals	Area of corresponding feature in sq. mt.
Name	Name	Text	50	Name of the Landmark

Metadata Standards

Meta data describes data characteristics of content, quality, access, format, scale, when, who, where, how data generated and availability of the data. Meta data standard is required to enable the users to be aware of method, accuracy, exchange of data and limitations of the data for the intended purpose.

NSDI ver 2.0 Metadata standards are proposed to be adopted. The following are main Metadata Elements as per OGC compliance standard.

I. Data Identification Information

S. No.	NAME OF THE	FORMAT	WIDTH
1	Name of the Dataset	Text	250
2	Theme	Text	250
3	Keywords	Text	250
4	Access Constraints	Text	250
5	Use Constraints	Text	250
6	Purpose of creating data	Text	250
7	Data Type	Text	128
8	Edition	Text	128
9	Status	Text	250

II. Contact Information

S. No.	NAME OF THE	VALUE	WIDTH
1	Contact Person	Text	250
2	Organisation	Text	250
3	Mailing Address	Text	250
4	City/Locality	Text	250
5	Country	Text	250
6	Contact Telephone	Text	250
7	Contact Fax	Text	250
8	Contact Email	Text	250

III. Geographic Location

S.No	NAME OF THE	VALUE	WIDTH
1	Datum	Text	128

IV. Coverage

S.No	NAME OF THE	VALUE	WIDTH
1	Upper left	Double	128
2	Upper right	Double	128
3	Lower right	Double	128
4	Lower left	Double	128

V. Citation

S.No	NAME OF THE	VALUE	WIDTH
1	Data Prepared by	Text	250
2	Original Source	Text	250
3	Source Date	Text	250
4	Lineage eState: City: Area of Interest (sq. km.):Scale:	Text Text Double eText	250

VI. Metadata Stamp

S.No	NAME OF THE ELEMENT	VALUE
1	Metadata Date Stamp	Date (DD/MM/YYYY)

VII. Dataset Topic Category

S.No	NAME OF THE	VALUE	WIDTH
1	Data Identification topiccategory	Text	250

VIII. Language

S.No	NAME OF THE	VALUE	WIDTH
1	Language ISO 0639-2Bsh	Text	250

IX. Abstract describing the data

S.No	NAME OF THE	VALUE	WIDTH
1	Data Identification abstract	Text	250