

# **Berhampur Municipal Corporation**



## **Expression of Interest (EoI)**

**For**

## **Empanelment of Survey Agencies**

Issue Date: 04.01.2023

No.: 169

### **Berhampur Municipal Corporation**

In front of Town Police Station, Ram Lingeswar Tank Road  
Berhampur, Ganjam, Odisha-760002

[Email-mcbemc08@gmail.com](mailto:mcbemc08@gmail.com), Web- [www.berhampur.gov.in](http://www.berhampur.gov.in)

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# **Berhampur Municipal Corporation**

In front of Town Police Station, Ram Lingeswar Tank Road  
Berhampur, Ganjam, Odisha-760002

Email-[mcbemc08@gmail.com](mailto:mcbemc08@gmail.com), Web- [www.berhampur.gov.in](http://www.berhampur.gov.in)

NIT No: 169

Date: 04.01.2023

## **Expression of Interest (EoI)**

**On behalf of Berhampur Municipal Corporation,  
Commissioner, BeMC** invites Expression of Interest (EoI) for  
Empanelment of Survey agencies under the Jurisdiction of  
BeMC, Berhampur, Odisha.

Cost of RFP Document : **Rs. 5,000/- +12%VAT(Non-refundable)**

Last date of submission : up to 16.00Hrs. on dated 27.01.2023

The Detailed NIT and EoI documents can be seen and downloaded from  
website [www.berhampur.gov.in](http://www.berhampur.gov.in)

The proposals duly completed as per prescribed format, shall be submitted  
in separate sealed envelopes super scribing "**Application for Empanelment of  
Survey Agencies**" on or before the date of submission mentioned in the  
schedule of tender at the following address:

### **Address for Communication:-**

#### **Commissioner**

Berhampur Municipal Corporation

In front of Town Police Station, Ram Lingeswar Tank Road

Berhampur, Ganjam, Odisha-760002

Email-[mcbemc08@gmail.com](mailto:mcbemc08@gmail.com), Web- [www.berhampur.gov.in](http://www.berhampur.gov.in)

Details of the services required are provided in the Terms of Reference of this  
Expression of Interest (EoI). The detailed EoI with Annexure(s) may be seen  
and downloaded from website [www.berhampur.gov.in](http://www.berhampur.gov.in)

## Schedule of Tender Process

Event Description	Scheduled Date
EoI upload on website of BeMC <a href="http://www.berhampur.gov.in">www.berhampur.gov.in</a>	On date 04.01.2023
Last date of receipt of queries from the applicants, if any	Up to 16:00 Hrs. on dated 20.01.2023 through <a href="mailto:mcbemc08@gmail.com">email- mcbemc08@gmail.com</a> or registered/Speed Post addressed to Commissioner, BeMC
Pre-Bid Meeting	On date 24.01.2023 12.00Hrs.in Conference Hall, BeMC, Berhampur
Last date for submission of application	Up to 16.00Hrs on dated 27.01.23
Date and Time of opening applications	On date 30.01.23 12PM
Cost of EoI document (Demand Draft from any scheduled bank should be in favor of Commissioner, BeMC payable at Berhampur.	Rs. 5,000/-+12%VAT(Non – refundable)

- I. Proposal submissions must be received not later than the due date specified in the data sheet in the manner specified in the EoI document.
- II. The Proposals shall be filled in English and all entries must be typed and written in blue / black ink. Initials of the Authorized Representative of the Applicant must attest all erasures and alterations made while filing the Proposal. Failure to comply with any of these conditions may render the Proposal invalid. (Information to Applicants)
- III. The Proposal shall be valid for a period of not less than **180 days** from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
- IV. Clarifications and Amendments, if any, to this EoI will be uploaded only in BeMC website [www.berhampur.gov.in](http://www.berhampur.gov.in)

Date:

For- **Berhampur Municipal Corporation**

**Sd/**  
**Commissioner**  
Seal of Office

## **Disclaimer**

1. The information contained in this Expression of Interest document ("**EoI**") or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by or on behalf of **Berhampur Municipal Corporation** (herein after referred to as BeMC. The Client) or any of their employees, is provided to applicants on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.
2. This EoI is not an agreement or an offer by the Client to the prospective applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this EoI.
3. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This EoI may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI and obtain independent advice from appropriate sources.
5. Information provided in this EoI to the applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. The Client and its employees / advisors make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Selection Process.
7. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EoI.
8. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI.
9. The issue of this EoI does not imply that the Client is bound to select an applicant or to appoint the selected applicant, as the case may be, for the consultancy work and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

# **Part – 1**

## **Pre-Qualification in General**

## 1. **Background**

- BERHAMPUR MUNICIPAL CORPORATION is the civic/governing urban local body of the city (hereinafter referred to as "BeMC" or "the Authority") is the nodal agency responsible for development of the city of Berhampur. BeMC invites For Empanelment of survey agencies for rendering for projects in jurisdiction of Berhampur Municipal Corporation. BeMC will empanel based on evaluation criteria mentioned in the Expression of Interest (EOI) document.
- The Berhampur city on the Eastern coastline of Ganjam district of the Indian state of Odisha located at 19 degree 20N latitude and 84 degree 50 East longitude. The average meansea level (MSL) is 24 mtrs. The town stands on a rocky ledge 78 feet above MSL.
- Berhampur city is connected with National High ways N.H. 16(Chennai Kolkata) NH 59(Berhampur Khariar) N.H. 516(Narendrapur –Gopalpur) state Highway (No.12) and No. 22 of Odisha which connect almost all other cities and towns of Odisha
- The city was initially a Municipality which was formed in the 1867 and was upgraded to Municipal Corporation on 29.december 2008. As per 2011 census of India (provisional) the population of Berhampur was 355823 of which 185584 were male and 170239 were females making in the fourth popular urban city in Odisha state and 126th in India. The Jurisdiction of the corporation is spread over 86.82 Sq Km with 42 number of wards for administrative purpose.

## 2. **Amendments to the Documents**

At any time, before the submission of Proposals, BeMC may for any reason modify the documents by amendment. Any amendment shall be issued in writing through addenda. Addenda will be uploaded in BeMC, website and will be binding on intending parties. BeMC may at its discretion extend the deadline for the submission of Proposals.

The empanelled Survey Agencies required to work. within the jurisdiction of BeMC.

## 3. **Information to Applicants**

Empanelment documents can be downloaded from BeMC website at [www.berhampur.gov.in](http://www.berhampur.gov.in)

Application form for empanelment shall be submitted in separate sealed envelope super scribing "**Application for Empanelment of Survey Agencies**", on or before the date of submission mentioned in the schedule of tender at the following address:

### **Commissioner**

Berhampur Municipal Corporation

In front of Town Police Station, Ram Lingeswar Tank Road

Berhampur, Ganjam, Odisha-760002

[Email-mcbemc08@gmail.com](mailto:mcbemc08@gmail.com), Web- [www.berhampur.gov.in](http://www.berhampur.gov.in)

The application shall be submitted as per the enclosed formats along with all the Annexures. Self-attested documentary proofs in respect of the details furnished in the application form shall be submitted along with the application.

The intending applicants shall also submit the list of such projects where due to any disputes, litigation / arbitration was invoked and / or the consultancy services were abandoned / suspended by the Client. Suppression of any information in this regard may lead to cancellation of empanelment of the Survey Agency(ies) concerned, if such information comes to the notice of BeMC after empanelment.

Incomplete applications will be summarily rejected.

The application for empanelment shall comprise a single package containing **Two separate sealed envelopes**. **Envelope - A** containing Document Fee at prescribed in the form of financial instrument as mentioned in EoI document and **Envelope - B** containing Pre-qualification documents along with all mentioned Annexures.

BeMC reserves the right to reject any or all applications without assigning any reason thereof.

The empanelment will be valid for a period of 3 (Three) years or till fresh empanelment is done whichever is earlier. The period of empanelment can be extended for a further period depending upon the requirement & performance of the Survey Agencies.

Pre-qualification / Empanelment does not necessarily mean that a job will be assigned to the Survey Agencies.

Clarifications, if necessary, will be sought from the applicants before empanelment. All information submitted by the applicants during the process of empanelment will be the property of BeMC and will not be returned.

The shortlist of firms is required for the selection of survey agencies in a competitive process and minimum of three and general not more eight firms. will be empanelled on behalf of BeMC. Based on the assessment of the applicant/ firm, the list of empanelled Survey Agencies will be prepared and the applicants will be informed by the Client based on the recommendations of the evaluation committee constituted by him.

#### **4. Instructions to Applicants**

##### **General**

- a) All information requested for in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.



- b) The application shall be type written. The applicant's name, signature and stamp shall appear on each page of the application form.
- c) Copies of the References, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which could be verified by BeMC, when required.
- d) The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities. No further information will be entertained after submission of the application unless it is called for by the BeMC .
- e) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with process of empanelment shall be borne by the applicant and BeMC in no case will be responsible or liable for these costs regardless of the outcome of the process.

### **Definitions**

In the document, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

- a) "**Employer / Client**" means Berhampur Municipal Corporation(BeMC) and include the employer's representatives or successors.
- b) "**Applicant**" means Proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant's personal representatives, successors and permitted assigns.

### **Method of Applying**

- a) If the application is made by an individual, it shall be signed by the applicant above his full typewritten name with the current address.
- b) If the application is made by a proprietary firm, it shall be signed by the Proprietor above his full typewritten name and full name of his firm with the current address.
- c) If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding Power of Attorney for signing the application, in which case a certified copy of Partnership Deed shall accompany the application.
- d) If the application is made by a Limited Company, it shall be signed by a duly authorized person holding the Power of Attorney for signing the application.
- e) Joint venture and consortium are not allowed to participate in the Bid process.

## **Final Decision Making Authority**

- a) The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

## **5. Pre-bid Conference**

A Pre-Bid conference will be held in Conference Hall of BeMC located at in front of town police station, Ram Lingeswar Tank road, Berhampur, Ganjam, Odisha-760002 as mentioned in key dates. Applicants may send their queries in writing either by email to [mcbemc08@gmail.com](mailto:mcbemc08@gmail.com) or send them by Registered post/Speed Post to the address below at least 48 hours prior to the Pre-bid meet:

### **Commissioner**

Berhampur Municipal Corporation

In front of Town Police Station, Ram Lingeswar Tank Road

Berhampur, Ganjam, Odisha-760002

[Email-mcbemc08@gmail.com](mailto:mcbemc08@gmail.com), Web- [www.berhampur.gov.in](http://www.berhampur.gov.in)

Intending bidders shall also furnish names and designation of their persons attending the pre-bid meet.

## **6. Category of Empanelment**

- a) Empanelment of Survey agencies for conducting electronic total station survey jobs to be taken up in the jurisdiction of BeMC in the state of Odisha.
- b) Bidder should own **atleast One (1)** Total Station survey equipment in his / her name. The proposed total station survey instrument must be equipped with latest technology and features more modern and advance surveying.  
**(Note: Necessary documents to establish the ownership should be provided by the bidder)**

## **7. Eligibility**

- a) The applicants must meet following Minimum Eligibility Criteria:-
- (i) Bidder should have experience in conducting survey works in the sector like Airport / Railways / Sports infrastructure / National Highways / State Highways/PMGSY roads and should have successfully completed similar works
- At least costing not less than Rs. 8 lakhs
  - Two project each costing not less than Rs. 5 lakhs
  - Three project each costing not less than Rs. 4 lakhs
- in Govt. / Semi Govt. organizations / Public Sector Undertakings / authorities /Corporation /Municipality/Urban Local Bodies with the help of Total Station in the last 7 years preceding the proposal due date.  
**(Note: Certificates issued by the client in this regard should be provided by the bidder)**

ii) Bidder must have executed **minimum Rs.10 lakhs** worth of survey work in last 7 years towards the surveying charges in the Govt. / Semi Govt. organizations / Public Sector Undertakings / Authorities Corporation /Municipality/Urban Local Bodies and documentary proof to this effect to be submitted along with the application.

**(Note: Certificates issued by the client in this regard should be provided by the bidder)**

iii) Bidder should have an average annual turnover of at least **Rs. 5.00 Lakhs** during the last 03 consecutive financial years preceding the proposal due date.

**(Note: For the purpose of calculating the average annual turnover, fee received towards survey works shall ONLY be considered)**

## **8. Team Composition**

The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The key expertise required as the minimum is prescribed below:

### **Category I empanelment of survey agencies**

<b>Sl. No.</b>	<b>Position</b>	<b>Minimum Education / Qualification / Expertise as per EOI</b>
1.	Team Leader	Bachelor's degree in Civil Engineering with minimum 3 years of experience. <b>OR</b> Diploma in Civil Engineering / Surveying with minimum 5 years of experience. (He should have worked as Surveyor and shall be responsible for carrying out site survey jobs with the help of Total Station).
2.	Junior Surveyor	Diploma in Civil Engineering / Surveying with minimum 3 years of experience (He should have worked as Surveyor and shall be responsible for carrying out site survey jobs with the help of Total Station).

## **9. Evaluation Criteria**

9.1 The Evaluation of Technical Proposal will be taken up only if the applicant meets the minimum Eligibility Criteria as mentioned in this document.

9.2 The proposals will be examined by a designated Evaluation Team of BeMC which may call for clarifications / additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated based on the following parameters on a scale of 100.

The EOI of the qualified bidders shall be evaluated by an authorized team of BeMC as per the format given below:

Sl. No.	Quality Criteria	Marks	
<b>(A)</b>	<b>BASED ON PAST EXPERIENCE</b>	<b>60 (Max)</b>	
	On qualification as per PQC Clause No. 7.(a)(i)	40	
	In addition to the work experiences already considered as per Clause No. 7.(a)(i)		
	Having successfully completed for completed cumulative value of similar project/projects equal to 160% of the estimated cost of the project value of worth at least ₹16 Lakhs during the same period	12 marks maximum	20 (Max)
	Having successfully completed for completed cumulative value of similar project/projects equal to 240% of the estimated cost of the project value of worth at least ₹24 Lakhs during the same period	20 marks maximum	
	Notes (i) The pro-rate percentage shall be considered for assessing marks when works experience eligibility status fails in between the above said criteria. (ii) While arriving at cumulative value similar project/projects only those projects having value not less than the amount equal to 50% of the estimated cost of the project will be considered.		
<b>(B)</b>	<b>Based on Qualifications and Competence of the Key Personnel</b> (The marks indicated for each personnel below are the maximum marks). The experience mentioned below should be post qualification experience.	<b>25 (Max)</b>	
i)	Team Leader cum Civil Engineer	Marks	10 (Max)
	(with Bachelors degree in Civil Engineering with minimum 3 years experience in surveying) or diploma in Civil Engineering/Surveying with minimum 5 years experience	5	

	(with Bachelors degree in Civil Engineering with minimum 5 years experience in surveying) or diploma in Civil Engineering/Surveying with minimum 7 years experience	6	
	(with Bachelors degree in Civil Engineering with minimum 7 years experience in surveying) or diploma in Civil Engineering/Surveying with minimum 10 years experience	8	
	(with Bachelors degree in Civil Engineering with minimum 10 years experience in surveying) or diploma in Civil Engineering/Surveying with minimum 15 years experience	10	
ii)	Relevant experience of Team Leader in survey works with project value of Rs. 5 lakhs	3	5 (Max)
	Relevant experience of Team Leader in survey works with project value of Rs. 7.5 lakhs	4	
	Relevant experience of Team Leader in survey works with project value of Rs. 10 lakhs	5	
iii)	Junior Surveyor (two numbers)		5 (Max)
	diploma in Civil Engineering/Surveying with minimum 3 years experience	1 each	
	diploma in Civil Engineering/Surveying with minimum 5 years experience	1.5 each	
	diploma in Civil Engineering/Surveying with minimum 7 years experience	2.5 each	
iv)	Relevant experience of Junior Surveyor in survey works with project value of Rs. 5 lakhs	1 each	5 (Max)
	Relevant experience of Junior Surveyor in survey works with project value of Rs. 7.5 lakhs	1.5 each	
	Relevant experience of Junior Surveyor in survey works with project value of Rs. 10 lakhs	2.5 each	
<b>(C)</b>	<b>Financially strength of the Consultant</b>		15 (Max)
	Average financial turnover equal to the eligibility criteria	10	
	Average financial turnover two times to the eligibility criteria	12	
	Average financial turnover three times to the eligibility criteria	15	
	Notes:- The pro-rate percentage shall be considered for assessing marks when financial eligibility status fails in between the above said criteria.		

Note (ii): Documentary evidences against the qualification (Qualification Degree Certificate from recognized institution) and post qualification experience (self-attested experience certificate on firm's letter pad) of Key Personnel must be submitted to ascertain the same. In case any document is not submitted, marks will not be allotted. Cumulative experience(Post qualification of the concerned personnel shall be considered and counted.

Note (iii ): Marks will not be allotted to Key Personnel with whom collaboration has been done.

9.3 Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub-agencies. Joint Ventures / Consortium / MOU shall not be entertained.

9.4 Based on the above evaluation, the applicants scoring a minimum of **60 marks** shall only be considered for empanelment. For the selection of consultancy service in a competitive process and minimum of three and general not more eight firms. will be empanelled on behalf of BeMC by the Commissioner, BeMC based on the recommendations of the evaluation committee constituted by him.

## **10. Period of Empanelment**

10.1 The empanelment of the Survey Agencies will be for a period of 3 (Three) Years or till fresh empanelment is done, whichever is earlier. However, the client reserves the rights to cancel the empanelment of any or all the survey agencies and request a fresh proposal for empanelment at any time.

10.2 The client reserves the right to extend the period of empanelment of Survey Agencies for further period depending on the requirement and performance of the consultant. The decision of the client in this regard would be final.

10.3 In case the period of empanelment is expired or canceled for any works awarded during the period of empanelment will not be affected and such works shall continued till completion as per the terms of the conditions.

10.4 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has

(a) Made misleading or false representation of deliberately suppressed the information in the forms, statements and enclosures required in the empanelment document.

(b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

10.5 Short listing of the consultants shall be subject to through verification of their credentials and inspection of similar works carried out/in progress by them, through a Technical Committee of assessors to be constituted by BeMC.

## **11 Allotment of Work to Empanelled Survey Agencies**

- 11.1 Depending upon the requirement, the Client will invite limited tender(s) from the empanelled Survey Agencies.
- 11.2 The work will be allotted to the successful Survey Agencies, who emerges the lowest bidder in the tender. The tender may be invited in single bid (financial only) or in two bids (technical & financial) as the case may be. In case the tender is invited in two bids, the financial bids of only those shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by the Client.
- 11.3 The BeMC also reserve the right to nominate/allot the work to any of the empanelled Survey Agencies after giving due consideration to the suitability and competence of the Survey Agencies to handle jobs, with due regard to their proven track record.
- 11.4 The empanelled survey agencies have to pay the required "Tender Security" amount at the time of participating in the limited tender in the form of DD / Bank Guarantee.

## **12 Litigation History**

- 12.1 The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last Seven (7) years. A consistent history of litigations against the Applicant or any member of the Partnership firm may result in failure of the application at the discretion of the client.

## **13 Dispute or differences arising on account of this EoI**

- 13.1 Applicant may appeal to Commissioner, BeMC for any dispute or difference arising out on account of this tender. If he / she do not satisfy with the decision then Indian Arbitration & Conciliation Act, 1996 only will apply.

## **14 Broad Scope of Services to be Performed by the Survey Agencies**

1. Taking employer instruction, site appraisal and conducting total land survey with the help of the land details available with BeMC and Surveyor should use scientific method using latest technology. Survey should include site elevation, analyses and impact of existing and propose development on its environs.
2. Superimposition of the land survey on the Revenue Khasra Map of the said land area.
3. Preparation of Land Schedule of the Project area.

4. Topographic Survey of Project Area as per the requirement and site survey including adjacent area.
5. Contour survey preferably at 1 meter interval.
6. Survey of all existing structures / existing power, and other poles / existing on site utilities sewer, tunnels – drain pipes / existing springs or wells / existing trees etc approach to the site with width of existing road, distance from main road, state Highway/National Highway or any other main road if any. Encroachment at site if any to be shown properly with ditch if any deep slope as in site to be properly mentioned.
7. All dimensions shall be marked in millimeter and the scale of the survey map shall be 1:2500 (preferably). Contour survey at intervals as specified and will in the scale(1:1500)or as directed.
8. The drawing could be done on 1 or more sheets showing the matching lines.
9. The survey shall be done with total station equipment. And coordinated of all corners of site/boundary are to be mentioned.
10. Any other feasible survey as directed by the engineering charge on behalf of BeMC.
11. Three sets of drawing to be submitted in plastic sheets & three sets of drawings shall be submitted along with CD / Pen Drive containing total detailed of survey and coordinates & data of the different points collected from.
12. If desired by BeMC, the additional scope of work will be as under:-
  - a) Demarcation of boundary by concrete pillars / RCC pipe with the help of Revenue Khasra maps and co-ordinates from reference pillars to each and every boundary points by Electronic Total Station and Preparation of AutoCAD drawings super imposed in Revenue Khasra map.
  - b) Layout of plot boundary points by Concrete pillars /RCC pipe with the help of ETS (Electronic Total Station) from the reference pillar. Preparation of AutoCAD drawing of the plots.

The fees for providing & fixing of RCC Pipe / Concrete Pillars for above mentioned demarcation works will be payable in addition to the Survey works as per the approved rates.



# **Part – 2**

## **Prescribed Forms / Annexure**

**Covering letter format**

(To be on the letter head of the applicant)

To:

Berhampur Municipal Corporation  
In front of Town Police Station, Ram Lingeswar Tank Road  
Berhampur, Ganjam, Odisha-760002  
[Email-mcbemc08@gmail.com](mailto:Email-mcbemc08@gmail.com), Web- [www.berhampur.gov.in](http://www.berhampur.gov.in)

**Sub:** Expression of Interest for **"Empanelment of Survey Agencies"** in the jurisdiction of BeMC in the state of Odisha.

Having examined all the details given in EoI document and Pro-forma for the above Survey works, I/we hereby submit the relevant information:

1. I / We hereby certify that all the statements made and information furnished in the enclosures is true and correct.
2. I / We have furnished all information and details necessary for EoI and have no further pertinent information to supply.
3. I / We also agree that the Commissioner (BeMC ) or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the Commissioner, BeMC in respect of the Empanelment of the Survey agencies is final and binding.

Date

Signature(s) of Applicant(s)  
with seal

Enclosures:

- 1.
  - 2.
- Etc.

**Application Form for Empanelment**

Information to be furnished on the letter head of the applicant

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Organization	
2.	Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID/PAN No./GST Registration/Service Tax Registration	
8.	Organization Details	To be filled as per <b>Annexure 3</b>
9.	Details of Directors/Partners/Proprietors	To be filled as per <b>Annexure 4</b>
10.	List of Survey Assignments completed	To be filled as per <b>Annexure 5</b>
11.	List of Survey Assignments in progress	To be filled as per <b>Annexure 6</b>
12.	Financial Status (For survey agencies)	To be filled as per <b>Annexure 7</b>
13.	Worth of Survey Works executed (for survey Agencies)	To be filled as per <b>Annexure 8</b>
14.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	To be filled as per <b>Annexure 9</b>
15.	List of equipments available with the firm	To be filled as per <b>Annexure 10</b>
16.	Litigation / Arbitration	To be filled as per <b>Annexure 11</b>
17.	Affidavit	To be filled as per <b>Annexure 12</b>

**Organizational Details**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Details</b>
1.	<b><u>Organizational Set-up:</u></b>	
	<ul style="list-style-type: none"> <li>• Place of Incorporation</li> <li>• Year of Establishment / Incorporation / Registration</li> <li>• Status of Firm (Proprietorship/Partnership/Limited/Any other)</li> <li>• Name of Directors/Partners/Proprietors</li> <li>• Empanelment with Govt. Organizations (Mention names along with copies of Certificates)</li> </ul>	Provide details here
2.	<b><u>Employee Strength :</u></b>	
	<ul style="list-style-type: none"> <li>• Civil Engineers (Nos.)</li> </ul>	Provide Basic details [Name, Educational Qualification, Professional work experience & Project Experience (Max. 2 Project Per Person)]
	<ul style="list-style-type: none"> <li>• Surveyor</li> </ul>	
	<ul style="list-style-type: none"> <li>• Mapping &amp; AutoCAD / GIS Expert (Nos.)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Any Other employees(Give details &amp; Nos.)</li> </ul>	
3.	<b><u>Outsourcing jobs:</u></b>	Provide details here

Date:

Signature of the Applicant

Place:

Name &amp; Designation

**Details of Directors / Partners / Proprietors**

<b>Sl. No.</b>	<b>Name of Partners / Directors / Proprietors</b>	<b>Academic Qualifications</b>	<b>Designation</b>	<b>Address / Phone / Fax / Email</b>

Date:

Signature of the Applicant

Place:

Name & Designation

**Survey Assignments Completed in  
Last 7 Years**

Sl. No	Name of Work / Project with address	Short description of survey assignment	Name and address of Owner / Client	Value of Work / Project	Date of Start of Work / Project		Date of Completion of Work / Project		Liquidated Damages, if any, imposed on Consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

**Note:**

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders / Contract Agreements and Completion Certificates.
2. Applications received without necessary documentary evidence are liable to be rejected.

Date:

Signature of the Applicant

Place:

Name & Designation

**List of Major Survey Assignments in Progress**

<b>Sl. No.</b>	<b>Name of Work/ Project in Progress with Address</b>	<b>Short description of survey assignment</b>	<b>Name and address of Owner</b>	<b>Value of Work / Project</b>	<b>Date of Start of Work / Project</b>	<b>Stipulated time of Completion</b>	<b>Status of Work</b>	<b>Expected Date of Completion</b>	<b>Any other relevant information</b>

**Note:**

1. The list of Works / Projects mentioned above should be substantiated with documentary evidence such as Work Orders / Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Date:

Signature of the Applicant

Place:

Name & Designation

**Financial Status**

(To be filled separately for each category)

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover (Consultancy Fee) (Rs.)</b>	<b>Profit / Loss (-) (Rs.)</b>
1.	2021-22		
2.	2020-21		
3.	2019-20		

**Note:**

1. Certified copies of audited Balance Sheets / Chartered Accountants Certificates to be enclosed.

Date:

Signature of the Applicant

Place:

Name & Designation



**Worth of Survey works Executed**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Fees Received for Survey Works (From Govt. / Semi Govt. Organization) (in Rs.)</b>	<b>Remarks</b>
1	2015-16		
2	2016-17		
3	2017-18		
4	2018-19		
5	2019-20		
6	2020-21		
7	2021-22		

**Note:**

1. Certified copies of Receipt of fees to be enclosed.

Date:

Signature of the Applicant

Place:

Name & Designation

**Format for Team Composition – Details of Key Expert**

- 1 **Proposed Designation of Key Expert:**
- 2 **Name :**
- 3 **Date of Birth:**
- 4 **Nationality:**
- 5 **Key Expertise:**
- 6 **Proposed Role/ Responsibilities:**
- 7 **Educational Qualifications (including Year of Completion):**
- 8 **No. of Years of Professional Experience:**

Organization	Designation	Period starting date (dd/mm/yyyy)	Ending date (dd/mm/yyyy)	Duration of Experience (Years Months)

**9 Relevant Experiences:**

Year of Completion	Project Name	Project Cost (Rs.)	Client	Role of Key Expert

**Certification:**

1. I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.
2. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me. (Signature of the Key Expert / Authorized Signatory)

Place-----

Signature-----

**Note:**

1. The Key personnel's profile shall be restricted to above details only.
2. Use separate form for each Key Personnel

**List of Equipments Available with the Firm**

<b>Sl. No.</b>	<b>Name of Equipment</b>	<b>Type</b>	<b>Nos.</b>
1.	Computers		
2.	Printers		
3.	Plotters		
4.	Softwares		
5.	Total Station		

Date:

Signature of the Applicant

Place:

Name & Designation

**Litigation / Arbitration**

<b>Year</b>	<b>Contract Identification and Matter in Dispute</b>	<b>Value of Pending Claim in INR or any other currency</b>
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	

Date:

Signature of the Applicant

Place:

Name & Designation

**Affidavit**

**(TO BE SUBMITTED ON NON - JUDICIAL STAMP PAPER OF MINIMUM Rs. 10/- DULY CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr. ....S/o .....  
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s. .... having its Head Office /Regd. Office at .....
2. That the information / documents / Experience certificate(s) submitted by M/s..... along with this 'Expression of Interest for Empanelment of Survey Agencies to BeMC are genuine and true and nothing has been concealed.
3. I shall have no objection in case BeMC verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case BeMC demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, BeMC at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me / M/s.....from participating in any future tenders / EOIs.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s. ...., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at ..... this ..... day of .....

**Deponent**