

**DIRECTORATE, URBAN ADMINISTRATION & DEVELOPMENT
GOVERNMENT OF MADHYA PRADESH (GoMP)**

"Palika Bhavan", Shivaji Nagar, 6 No Bus Stop, Bhopal - 462016

Ph: 91 755 2559786; E-mail: commuadmp@mpurban.gov.in,

INVITATION FOR CONSULTANCY SERVICES

**Request for Proposals for Short listing of Agencies for GIS-based Property Tax Reform
which includes Preparation of GIS Base Map and Conducting Multi Purpose Household
Surveys with Technical Handholding Support in 67 cities**

The Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT) is being implemented in the state. The Government of Madhya Pradesh intends to Prepare GIS Base Maps and Conducting Multi Purpose Household Survey with Handholding Support for Property Tax Reforms in 67 Urban Local Bodies of the state. The execution of task will be as per Terms of Reference mentioned in the RFP. The agencies will have to bid separately for the below mentioned 10 Clusters: -

<i>S. No.</i>	<i>Cluster</i>	<i>Name of ULB</i>
1	G	Seoni, Lakhnadon, Amarwara, Harrai & Chourai
2	I	Lodhikheda, Newton-Chikli, Mohgaon, Dongar-Parasia, Junnardeo-Jamai, Damua, Barkuhi & Chandameta-Butaria
3	J	Amla, Bhainsdehi, Athner, Chicholi, Porsa, Sabalgarh & Kolaras
4	K	Balaghat, Waraseoni, Baihar & Lanji
5	L	Bhedaghat, Shahpura-Jabalpur, Patan, Kareli, Tendukheda-Narsinghpur, Mandla, Anuppur & Kotma
6	M	Kolar, Begamganj, Badi, Rajgarh-Rajgarh, Shahganj & Shamshabad
7	N	Chanderi, Mungaoli, Isagarh, Guna & Chachaura Binaganj
8	O	Rajpur, Dahi, Manawar, Badwah, Mandleshwar, Satwas, Pipalrawa & Sonkatch
9	P	Suwasra, Shamgarh, Pipliamandi, Malhargarh, Neemuch & Singoli
10	Q	Hindoria, Deori, Prithvipur, Baldevgarh, Jeron-Khalsa, Chitrakoot, Rampur-Baghelan, Baikunthpur, Sirmour & Churhat

The Directorate hereby invites online proposals at <http://www.mpeproc.gov.in> from reputed agencies having specialization in the field of GIS Base Mapping, Revenue Surveys & Socio-economic Surveys.

Interested reputed consultancy firms / agencies and organizations should submit their proposals online as well as physically as per key dates mentioned on <http://www.mpeproc.gov.in>. Tender documents can be purchased only online by

making online payment from *1st Aug 2014 10:00 hrs* to *30th Aug 2014 15:00 hrs*. The EMD of Rs 2,00,000/- (In favour of Commissioner, UAD) will have to be enclosed along with the Technical Proposal while submitting it for consideration (in Envelope-A). Bidders have to bid for each cluster separately. Completed proposal should be submitted online as well as Envelop-A & Envelop-B must be delivered to the office of: "Commissioner, Directorate, Urban Administration & Development, M.P, Bhopal" as per key dates.

The Pre-bid meeting will be held on *19th Aug 2014 14:00 hrs* at Directorate, Urban Administration & Development, Govt. of Madhya Pradesh, Bhopal.

The Commissioner, Urban Administration & Development, GoMP, Bhopal reserves the right to accept or reject any or all tenders without assigning any reason.

Commissioner,
Urban Administration & Development
Govt. of Madhya Pradesh (GoMP)

Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT)

Phase-III

Issue of Request for Proposals

RFP No. UADD/UIDSSMT/5203/30/07/2014

Preparation of GIS Base Maps and Conducting Multi Purpose Household Survey with Technical Handholding Support in 67 Cities under UIDSSMT (Phase - III) on Cluster Basis

S.N.	Cluster	Name of ULB
1	G	Seoni, Lakhnadon, Amarwara, Harrai & Chourai
2	I	Lodhikheda, Newton-Chikli, Mohgaon, Dongar-Parasia, Junnardeo-Jamai, Damua, Barkuhi & Chandameta-Butaria
3	J	Amla, Bhainsdehi, Athner, Chicholi, Porsa, Sabalgarh & Kolaras
4	K	Balaghat, Waraseoni, Baihar & Lanji
5	L	Bhedaghat, Shahpura-Jabalpur, Patan, Kareli, Tendukheda-Narsinghpur, Mandla, Anuppur & Kotma
6	M	Kolar, Begamganj, Badi, Rajgarh-Rajgarh, Shahganj & Shamshabad
7	N	Chanderi, Mungaoli, Isagarh, Guna & Chachaura Binaganj
8	O	Rajpur, Dahi, Manawar, Badwah, Mandleshwar, Satwas, Pipalrawa & Sonkatch
9	P	Suwasra, Shamgarh, Pipliamandi, Malhargarh, Neemuch & Singoli
10	Q	Hindoria, Deori, Prithvipur, Baldevgarh, Jeron-Khalsa, Chitrakoot, Rampur-Baghelan, Baikunthpur, Sirmour & Churhat

**Urban Administration and Development Department
Government of Madhya Pradesh**

July, 2014

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Letter of Invitation

Invitation No: UADD/UIDSSMT/5203/30/07/2014

Bhopal, 30/07/2014

Directorate of Urban Administration and Development (hereinafter referred to as UAD) of the Government of Madhya Pradesh (GoMP) (hereinafter referred to as 'the Recipient') has received grant from the Government of India (GoI) towards the cost of the Urban Infrastructure Development Scheme for Small and Medium Towns (hereinafter referred to as UIDSSMT).

Directorate of Urban Administration and Development, GoMP (hereinafter 'the Client') now invites online proposals on <http://www.mpeproc.gov.in> to provide the following services of: ***"Preparation of GIS Base Maps and Conducting Multi Purpose Household Survey with Technical Handholding Support"*** to 67 Urban Local Bodies (hereinafter referred to as ULBs) *namely*, - Seoni, Lakhnadon, Amarwara, Harrai, Chourai, Lodhikheda, Newton-Chikli, Mohgaon, Dongar-Parasia, Junnardeo-Jamai, Damua, Barkuhi, Chandameta-Butaria, Amla, Bhainsdehi, Athner, Chicholi, Porsa, Sabalgarh, Kolaras, Balaghat, Waraseoni, Baihar, Lanji, Bhedaghat, Shahpura-Jabalpur, Patan, Kareli, Tendukheda-Narsinghpur, Mandla, Anuppur, Kotma, Kolar, Begamganj, Badi, Rajgarh-Rajgarh, Shahganj, Shamshabad, Chanderi, Mungaoli, Isagarh, Guna, Chachaura Binaganj, Rajpur, Dahi, Manawar, Badwah, Mandleshwar, Satwas, Pipalrawa, Sonkatch, Suwasra, Shamgarh, Pipliamandi, Malhargarh, Neemuch, Singoli, Hindoria, Deori, Prithvipur, Baldevgarh, Jeron-Khalsa, Chitrakoot, Rampur-Baghelan, Baikunthpur, Sirmour & Churhat covered under UIDSSMT (Phase-III). Further details of the services requested are provided in the Terms of Reference. The payment for the services rendered, as detailed in Request for Proposal (RFP), will be done by UAD.

All information contained in this package should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.

The RFP includes the following documents:

- a. Letter of Invitation
- b. Data Sheet and Instructions to Consultants, see Annexure A
- c. Technical Proposal, for Standard Forms see Annexure B
- d. Financial Proposal, for Standard Forms see Annexure C
- e. Terms of Reference (ToR), see Annexure D
- f. Standard Contract Document, see Annexure E

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 Consultant to check the validity of data included in this document.

Bidder should propose different team of personnel, if they are already working in other bids under UAD. Moreover, if bidder is applying for than one cluster than different teams should also be proposed for each cluster. Their poor performance in other projects of UADD may lead to rejection of proposal.

Proposals will be evaluated technically on **Quality Based Selection** and the online financial bids of those firms who have technically qualified will be opened as per Key Dates available on <http://www.mpeproc.gov.in> (to be notified to these firms). The **Quality Based Least Cost Selection** (hereinafter called QBLCS) Method shall be followed for selection of the bidder.

Confirmation of your firm's intention to submit proposal should be sent to:

The Commissioner,
Urban Administration and Development Department
6 No. Stop, Palika Bhawan
Bhopal 462 016, Madhya Pradesh
Telephone: + 91 755 2559786 Fax: +91 755 2550294
E-mail: commuadmp@mpurban.gov.in,

Annexure A: Data Sheet and Instructions to Consultants

Data Sheet

1	Name of the Client: Directorate, Urban Administration and Development Madhya Pradesh, Bhopal
2	Method of selection: Technical under Quality Based Selection & Financial under Least Cost Selection (QBLCS)
3	Financial Proposal to be submitted together with Technical Proposal: Yes Title of Consulting Service is: <i>Preparation of GIS Base Maps and Conducting Multi Purpose Household Survey with Technical Handholding Support in 67 Cities</i> <i>Note: Financial proposal must be submit only online, while technical proposal must be submit physically as well as online.</i>
4	The Cost of Tender Document/RFP is Rs. 12,500/- (for each cluster) which should be paid online as per Key Dates.
5	Pre Bid meeting will be held: Yes Date: <i>19th Aug 2014</i> Time: 14:00 Hrs Venue: Directorate, UADD, Bhopal
6	The Client Representative is: Commissioner, Urban Administration and Development, M.P. Address: 6 No. Stop, Palika Bhawan, Shivaji Nagar Bhopal Telephone: + 91 755 2559786 Fax: +91 755 2550294 E-mail: commuadmp@mpurban.gov.in ,
7	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
8	Clarifications may be requested latest by <i>19th Aug 2014</i> Only via e-mail. The clarifications received on or before <i>19th Aug 2014</i> will be made available on the departmental website (www.mpurban.gov.in) as well as e-Procurement Website (http://www.mpeproc.gov.in) by <i>25th Aug 2014</i> .
9	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant: Yes
10	Joint Ventures/Association are permissible: Yes (Maximum of 3 parties)

11	<p>Bidders Eligibility Criteria:</p> <p>Eligible bidder will be limited to those which can show evidence of average annual turnover of Rs One Crore for the last 3 years. The Bidder must ensure that evidence of eligibility criteria on turnover in the form of audited financial statements for the last three financial years must be enclosed with their Technical Proposal. Please note that the proof of turnover must be part of the technical proposal and not the financial proposal. Last 3 years will consist of financial year ending on 31st March 2011, 2012 & 2013.</p> <p>The bidder should have experience of successfully completing at least one similar project in GIS-based revenue (property) surveys and/or socio economic surveys for urban local bodies / development authorities / other relevant agencies. For completed projects, a certificate of successful completion or execution and for on-going projects, a letter from client stating that project is still under implementation along with copy of work order with project value and scope of work.</p> <p>Note: Technical Bid must be submit in Envelop-B (physically as well as online).</p>
12	Currency and Budget for Proposal: INR
13	<p>Technical Presentation: Bidders scoring 600 and more marks out of 900 marks (refer 29) will be invited to make a Technical Presentation. The overall qualifying marks for eligible bidders to participate in opening of the financial proposal will be 700 as stated in Instruction to bidders, clause 7.8.</p> <p>Date, Time and Venue of the presentation will be notified to the bidders scoring 600 and more marks.</p> <p>NOTE: Only the proposed Team Leader or a senior member of the team will be permitted to make the presentation.</p>
14	<p>The Consultant must submit the original and two copies (hard copy) of the Technical Proposal (in Envelop-B) physically as well as submit same proposal in soft copy at www.mpeproc.gov.in (in PDF format) in envelope-B.</p> <p>Financial Proposal must be submit online in Envelop-C.</p> <p>Note: If financial bid submitted manually than bid may be rejected.</p>
15	<p>The Consultant must submit a soft copy of the Technical Proposal online and Original EMD & Technical Proposal in their respective sealed envelopes (i.e. Envelope-A & Envelop-B).</p> <p>The Financial Proposal to be submit online only in Envelop-C</p>
16	<p>Physical Submission: For each Bid (refer letter of invitation) Technical Proposals are to be submitted in sealed Envelop-B and DD of EMD shall be put in Envelop-A. Then both the envelopes should be put in a single wax- sealed envelope.</p> <p>Online Submission: Scanned copy of Technical Proposal must be submit Online in Envelop-B and DD of EMD must be submit in Envelop-A.</p>

17	Both Envelop-A and Envelop-B (Technical Proposals) should be clearly marked 'Envelop-A (or Envelop-B) Proposal For [Title of Consulting Service] – Do Not Open Except In The Presence Of The Evaluation Committee' . The name of the cluster shall be boldly mentioned.
18	A Bid Security must be submitted: Yes
19	If Yes, the amount of the Bid Security is Rs. 2,00,000 (Two Lakh Only) (for each cluster) and the duration for validity of Bid Security is 90 days.
20	Format for Bid Security will be: DD of EMD favouring the Commissioner UAD , and made/drawn on a Scheduled Bank payable at Bhopal. It should be put in <i>Envelop-A as well as scanned copy to be submit online.</i>
21	A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: Yes
22	If yes, the 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: Commissioner, Urban Administration and Development Department, MP and drawn on a Scheduled Bank. Bank Guarantee should be obtained from a Schedule Bank in the format provided in Section 7 of Standard Contract Document in Annexure E to this RFP and is to be submitted by the winning Bidder only upon signing of Contract. The validity of the bank guarantee shall last till six months after the completion of the project.
23	Tender Purchase Online date and time: From: <i>As per key dates</i> To: <i>As per key dates</i>
23	Proposals must be submitted no later than the following date and time: <i>As per key dates.</i>
24	Address for submission of Proposals: In Physical Form at: Directorate, Urban Administration and Development, M.P. Address: 6 No. Stop, Palika Bhawan, Shivaji Nagar Bhopal Telephone: + 91 755 2559786 Fax: + 91 755 2550294 E-mail: commuadmp@mpurban.gov.in , In Online System at: https://www.mpeproc.gov.in/
25	Date for public opening of Technical Proposals: <i>As per key dates.</i>
26	Expected date for public opening of Financial Proposals (if applicable): [To be notified]
27	Expected date for contract negotiations: [To be Notified]
28	Expected date for commencement of consulting services: [To be Notified]

29	Evaluation of the proposal will be based on the marks given below.
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Evaluation Criteria of Technical Proposal

S.No	Criterion	Marks
1.	Experience of undertaking similar assignments	150
2.	Experience of working in the region, i.e., Madhya Pradesh.	50
3.	Approach and Methodology	200
3.1	Work program/personnel schedule/Team structure	100
3.2	Methodology, Work Plan and Innovativeness	100
4.	Personnel (CVs)*	500
4.1	Project Management Skill	25
4.2	Project Manager	25
4.3	Other experts	450
4.3.1	Project Team Coordinator	150
4.3.2	Remote Sensing and GIS Expert	100
4.3.3	Survey Expert (Revenue)	125
4.3.4	Survey Expert (Social)	25
4.3.5	Database Programmer / MIS Specialist	25
4.3.6	Survey Training Expert	25
5	Technical Presentation	100
Total Marks		1000

*The Technical Proposal must include an undertaking by the bidder stating that none of the consultants 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 should form an indispensable part of the Technical Proposal.

* Any bid which proposes to use a consultant who is already committed on any other UADD 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.

Note: In order for your bid to be considered “Responsive” you must fulfill all conditions listed above, where applicable.

KEY DATES

Purchase of Tender Start Date	01-08-2014 10:00 hrs	Pre-bid meeting Date and Time:	19-08-2014 14:00 hrs
Purchase of Tender End Date:	30-08-2014 15:00 hrs	Online Bid Submission End Date:	30-08-2014 17:30 hrs
Physical Bid Submission End Date:	01-09-2014 14:00 hrs	Envelope-A Open Date:	01-09-2014 15:00 hrs
Envelope-B Open Date:	01-09-2014 15:15 hrs	Envelope-C Open Date:	To be notified

Instructions to Bidders for participation in e-Tendering

Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

E-Tendering :

- For participation in e-tendering module of UADD, it is mandatory for prospective bidders to get registration on website www.mpeproc.gov.in. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- Tender documents can be downloaded from website www.mpeproc.gov.in. However, the tender document of those bidder shall be acceptable who have made online payment for the tender documents fee of **Rs 12,500/- (Rs Twelve Thousand Five Hundred only)** plus service & gateway charges, without which bids will not be accepted.
- Service and gateway charges shall be borne by the bidders.
- As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a class III digital certificate shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities mentioned on http://cca.gov.in/cca/?q=licensed_ca.html. Kindly note that it may take at least ten business days for the issue of a digital certificate. Bidders are advised to plan their time accordingly. UADD shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.
- If bidder is bidding first time for e tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
- Bidder must positively complete online e-tendering procedure at www.mpeproc.gov.in
- UADD shall not be responsible in any way for delay/difficulties/ inaccessibility of the downloading facility from the website for any reason whatsoever.
- For any type of clarifications bidders/contractors can visit www.mpeproc.gov.in and held desk contract No. 18002748484 and 18002745454.
- Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- **The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of the same in physical form with the offer of this tender.**

Apart from uploading e-tender on website, bidder has to submit separate envelopes of

1. EMD (Demand Draft) of **Rs 2,00,000/-(Two Lakh Only)** in Envelop-A and
2. Technical Bid in Envelop-B with all relevant enclosures

Envelop-A & Envelop-B are to be kept in one sealed envelope in physical form (as well as all the 3 Envelops must be submitted Online The third envelope refers to financial proposal which has to be submitted online only). This envelope should be properly super scribed that this envelope contains 2 envelops of EMD and Technical bid against respective tender with due date & time of tender opening as per Bid-Data Sheet. This envelope should be submitted physically till date of submission and opening against each tender (as per Key Schedule). Tenders received within specified time (e-tender as well as physical submission) shall only be opened on the date/time specified in presence of the bidders or their authorized representatives, whosoever may be present.

The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.

The Bid in physical form shall be accepted **upto 1st Sep 2014 14:00 hrs. The same may be dropped in the office of the undersigned.**

1. Those physically submitted documents will be acceptable and considered, if, same are uploaded on the website alongwith tender offer. Cognizance of other physically submitted documents (if any) shall not be taken.
2. The physically submitted envelope of documents will be opened first. The tenders received without pre-requisite EMD and tender cost shall be returned unopened to the respective bidder. The tender documents fees shall not be refunded.

Earnest Money Deposit and the tender fee:-

- The Tender fee of **Rs 12,500/- (Rs. Twelve Thousand Five Hundred Only)** is to be submitted by bidder by making Online Payment only against RFP No: _____.
- The EMD of **Rs 2,00,000/ (Rs. Two Lakh Only)** is to be submitted by bidder only in the form of bank draft drawn in favour of **Commissioner UAD, Madhya Pradesh, Bhopal**. The DD of EMD shall be physically submitted in a sealed Envelope-A super scribing **“EMD of Rs. 2,00,000 (Rs. Two Lakh Only)”** in the form of DD against RFP No: _____. The EMD must be submitted in Envelop-A.
- No Proposal will be accepted without valid earnest money deposit and Tender Document fee paid Online.
- The prospective bidders/contractors, submitting EMD envelope in physical form as detailed above for respective tender, will upload scanned self-certified copies of requisite EMD and Tender fee documents on the website alongwith tender offer. Only those physically submitted document regarding EMD will

be acceptable and considered, if, same are uploaded in the website alongwith tender offer.

- **Any mismatch, if found in the documents submitted in physical form and that uploaded online, the documents submitted ONLINE shall be considered final and no justification regarding this shall be entertained by UADD.**

Technical bid:- Bidders must positively complete online e-tendering procedure at www.mpeproc.gov.in . They shall have to submit the documents as prescribed in the RFP online in the website.

- Hard copies of above technical offer, (uploaded in the website) must be submitted in a separate sealed envelope superscribing “**Envelop-B** technical bid for RFP No: _____” as prescribed in Bid-Data Sheet. Only those physically submitted documents regarding technical bids shall be acceptable and considered, if, same are uploaded in the website along with the Financial bid to be submitted only online.

Price bid:- Bidder must submit the Price bid document as per the format given in RFP/available Online and uploaded as per instructions therein. **Physical submission of price bid will not be considered.** The price of technically qualified bidder shall be opened online at the notified date. The bidder can view the price bid opening date by logging into web-site.

- On the due date of e-tender opening, the technical bid of bidders and EMD and tender fee, will be opened online. UADD reserves the right for extension of due date of opening of technical bid.
- UADD reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- In case, due date for Physical submission & opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.
- Any change/modifications/alteration in the RFP by the Bidder shall not be allowed and such tender shall be liable for rejection.

For amendment, if any, please visit www.mpeproc.gov.in web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site of UADD. UADD shall have no responsibility for any delay/omission on part of the bidder.

Checklist for Bidders

Online Three envelope system shall be followed, but bidder have to submit two envelopes physically also i.e.

- Envelop A: EMD
- Envelop B: Technical Bid.

Note:

- **Please note that in any case if price-bid/Financial Offer submitted manually then bid shall be rejected.**
- **Only those proposals will be considered for Opening, who have submitted their BID online as well as in physical form.**

The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

Checklist	Checkbox (please tick)
1. Whether the proposals have been properly sealed, marked and labeled as required?	<input type="checkbox"/>
2. Have you submitted Envelop-A & Envelop-B (Physically as well as online) & Financial Proposal Only Online?	<input type="checkbox"/>
3. Whether the proposal has been signed by concerned authority?	<input type="checkbox"/>
4. In case of Joint Ventures and Associations, whether signed in original by duly authorized representatives of each partner with details of each signatory on a Rs. 100 Judicial stamp paper? (clearly mentioned the Name of Lead Partners in JV)	<input type="checkbox"/>
5. Whether submitted number of copies as prescribed in the data sheet?	<input type="checkbox"/>
6. Whether submitted the soft copy of the technical proposals in e-Procurement Portal?	<input type="checkbox"/>
7. Whether Company Registration & associated Documents are enclosed (Envelop-B)?	<input type="checkbox"/>
8. Whether copy of Service Tax Registration is enclosed with Technical Proposal (Envelope-B)?	<input type="checkbox"/>
9. Have you enclosed the DD for EMD in Envelop-A?	<input type="checkbox"/>
10. Whether the EMD drawn on a Scheduled bank?	<input type="checkbox"/>

11. Have all the pages of proposal been signed by authority only? ☐
12. Have all the CV's Signed by concerned person himself and properly authorized? ☐
13. Is the CV submitted according to the format given? ☐
14. Have you checked the Eligibility Criteria & Enclosed the relevant documents as proof? ☐
15. Whether the number of pages of the proposal properly indexed ☐
16. Whether an undertaking, stating that the consultant have not been demobilized for poor / unsatisfactory performance in past three years, is enclosed with technical proposal? ☐
17. Whether original copy of JV agreement/ Association/ Consortium is enclosed with the technical proposal? ☐
18. Whether authority letter for signing the proposal is enclosed with the technical proposal? ☐
19. Whether name of cluster has been mentioned clearly on the outer envelope? ☐
20. Whether evidence of financial eligibility enclosed with Technical Proposal? ☐
21. Whether Work Program/ Personnel Schedule/ Team Structure are enclosed with Technical Proposal (Envelope-B)? ☐
22. Whether Methodology, Work Plan & Innovativeness are enclosed with Technical Proposal (Envelope-B)? ☐

Instructions to Consultants

- 1 Introduction**
- 1.1 The Consultants are invited to submit a Technical Proposal physically & Online and a Financial Proposal (Only Online), as specified in the Data Sheet. The Proposal shall be the basis for contract negotiations (if any needed) and ultimately for a Signed Contract with the selected Consultant.
- 1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation (if any needed).
- 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 Consultant.
- Eligible Consultants*
- 1.4 A Consultant may be a natural person, private entity, government owned entity (subject to Clause 1.5), or any combination of these, with a formal intent to enter into an agreement or an existing agreement in the form of a Joint Venture (JV). In the case of a JV:
all parties to the JV shall be jointly and severally liable; and
a JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties to the JV during the bidding process and, in the event the JV is awarded the Contract, during Contract execution.
- 1.5 Government-owned enterprises in India may participate as a bidder only if they can establish that they: a) are legally and financially autonomous, b) operate under commercial law, and c) are not dependent agencies of UADD.
- 1.6 A firm or individual declared ineligible by the Government of India, GoMP, DFID or Any Other State Government in India, shall be ineligible to provide consulting services under UAD
- 1.7 Consultants shall provide such evidence of their continued eligibility, satisfactory to the Client, as the Client shall reasonably request.
- Conflict of Interest*
- 1.8 In the event of a conflict of interest, the Consultant is required to obtain confirmation of 'no objection' from the Commissioner, UADD in order to bid. Conflict of interest exists in the event of: (i) the supply of services, equipment or works whose ToR/specifications were prepared by the bidding Consultant (individuals and organisations); (ii) the successor to a previous assignment executed by the bidding Consultant (e.g. implementation of a project for which the Consultant has conducted a feasibility assessment) ; (iii) conflicting assignments, typically monitoring and evaluation/environmental assessment by the implementation Consultant; (iv) Consultants, suppliers or contractors who are filling, or whose personnel or relatives are filling a post with UADD or participating ULBs e.g. advisory role, team leader;

(v) Consultants, suppliers or contractors (individuals and organisations) who have a business or family relation with a Client staff member directly or indirectly involved in the preparation of the ToR, specifications, related recruitment or supervision, and (vi) practices prohibited under the anticorruption policy of the GoI, GoMP, DFID & UAD.

- Disclosure**
- 1.9 Consultants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Consultant or termination of its Contract.
- 1.10 Consultants must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Consultant, including but not limited to appointment of any officer such as a receiver in relation to the Consultant's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 1.11 Consultant's must disclose if they or any of their sub-consultants have been convicted of, or are the subject of any proceedings relating to:
- a) a criminal offence or other serious offence involving the activities of a criminal organisation, or where they have been found by any regulator or professional body to have committed professional misconduct;

corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with UADD, an Urban Local Body(ULB), any other donor of development funding, or any contracting authority;

failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

- Anticorruption**
- 1.12 A recommendation for award of Contract will be rejected if it is determined that the recommended Consultant has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases UADD or the ULB will declare the Consultant and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in UADD-financed activities, and Consultants will be blacklisted by the Government of Madhya Pradesh.

No of Proposals

Consultants can submit proposals for more than one cluster; however he will be allotted maximum two clusters in all (In Individual capacity or in JV). If a bidder has participated in individual capacity in one cluster then he cannot participate for the same cluster in JV.

In case a bidder quotes lowest fees for more than two clusters, then the right to decide the clusters to be allotted to that bidder will lie with the client.

The second lowest bidder of the cluster for which first bidder had not

been awarded the contract, will have the option to take the assignment at the same fees which has been quoted by the lowest bidder for that cluster.

If the second lowest bidder does not agree to work at the price quoted by the First lowest bidder, then the option will be given to third lowest bidder. This process will continue for subsequent bidders also who have quoted for the same cluster, till the bidder is finalised.

For example: ABC Co. has quoted lowest fees for cluster E as well as for cluster F and G, and XYZ CO had quoted second lowest fees for cluster E and F, and PQR Co. has quoted third lowest fees for cluster E and F. The client has allotted cluster F and G to ABC Co. Now the XYZ Co will have the option to take the assignment of cluster E at the same fees which ABC Co has quoted for cluster E. If XYZ Co. does not agree to work at the price quoted by ABC Co., then PQR Co. will have the option take the assignment of Cluster E at the same fees which ABC Co. has quoted for cluster E.

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| <p>2 Clarification of RFP Documents</p> | <p>2.1</p> | <p>Consultants may request clarification of any of the RFP documents up to a specified number of days/date 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.</p> |
| <p><i>Amendment of RFP documents</i></p> | <p>2.2</p> | <p>At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.</p> |
| | <p>2.3</p> | <p>Any addendum will be released on departmental/e-Procurement website or sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments in writing, including by standard electronic means, in order to remain eligible.</p> |
| | <p>2.4</p> | <p>To give Consultants reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals, pursuant to Clause 5.35.</p> |
| <p>3 Preparation of Proposals Language of Proposals</p> | <p>3.1</p> | <p>The Proposal and all related correspondence exchanged between the Consultant 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.</p> |
| <p><i>Cost of bidding</i></p> | <p>3.2</p> | <p>The Consultant 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.</p> |

- Joint Ventures* 3.3 Unless otherwise specified in the Data Sheet, for the purpose of submitting a Proposal, a Consultant may enhance its expertise for the assignment either by:
- an association, an arrangement under which the lead Consultant shall be solely liable under the Contract. In this case, the Consultant must submit Letters of Association from forming a Joint Venture (JV) in which case the Consultant and the partners in the JV shall be jointly and severally liable under the Contract. The Consultant shall submit Original copy of the Joint Venture Agreement with its Technical Proposal.
- The JV Agreement must:
- a) be signed in original by a duly authorised representative of each partner with details of each signatory provided in print below each signature;
 - b) include an express provision that each partner is jointly and severally liable in respect of the Consultant's obligations;
 - c) provide details of the name of the partner nominated to act as manager of the Joint Venture and who is authorised to act for the Joint Venture in terms of committing it to any obligations and liabilities and to receive and act upon instructions from the Client and to make and receive payments;
 - d) provide full details of the proposed structure, the division of technical responsibilities between the partners and intended capitalisation.
 - e) JV should not comprise of more than three partners.
- Partners* 3.4 Alternative experts shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- 4 Full-time employees** 4.1 It is desirable that the Team Leader or expert proposed as Team Leader is a regular full-time employee of the Consultant. A regular full-time employee is defined as a person who, on the date of submission of the Consultant's Proposal:
- a) is currently employed under a contract or agreement of employment with the Consultant;
 - b) is entitled to receive regular remuneration and benefits from the Consultant.
- 5 Instructions for submission of Proposal** 5.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- 5.2 Proposals must be received online & Offline before the deadline specified in the Data Sheet/Key Dates 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/Key-Dates.
- Documents comprising the Proposal* 5.3 Consultants shall submit simultaneously two sealed envelopes, one containing the Technical Proposal (Envelop-B) and Bid Security (Envelop-A) in physical form as well as online. Both envelop enclosed together in an outer single envelope for physical submission. The Technical Proposals will be opened at the date and time specified in the Key Dates. The Financial Proposal will be opened online of qualified bidders.

5.4 The original Financial Proposals for all qualifying Technical Proposals will be opened online as per key schedule which is tentative and subject to change if required.

Technical Proposal 5.5 The **Technical Proposal** (Envelop B) shall contain the following:
(see Annexure B)

a) Section 1: Covering Letter, subject to maximum of two (2) pages (Form Tech 1);

Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;

Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten years (in prescribed format), subject to maximum of fifteen (15) pages (Form Tech 2);

Section 4: Technical Response including general approach, methodology, work plan, personnel schedule, and qualifications to TOR, restricted to maximum of twenty (20) pages including charts and diagrams;

Section 5: 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 (Form Tech 3);

Section 6: List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Form Tech 4);

Section 7: Matters not appropriate in any other section. This includes:

- Written confirmation authorising the signatory of the Proposal to commit the Consultant; Letter of Authorisation/JV Agreement (or Intent to form).
- Matters not appropriate in any other appendix including your service tax registration number, your turnover and net profit for the previous financial year (attach a copy of audited balance sheet & Profit and loss A/c, as mentioned in Bid Data-sheet), commercial aspect Joint Venture company (if applicable), parent company guarantees (if applicable), etc.

Undertaking related to all the team members of the consultant.

5.6 DD of EMD should be put in Envelope-A.

5.7 Purchase of RFP shall be prescribed in the Bid-Data Sheet.

5.8 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 Consultant's Proposal.

Financial Proposal 5.9 The Financial Proposal must be submitted online for Fees to be

(see Annexure C)

charged for this assignment.

Note: Please note that in any case if price-bid/Financial Offer submitted manually then bid shall be out through rejected.

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| <p>5.10</p> <p>5.11</p> <p><i>Submission instructions</i></p> | <p>An authorised representative of the Consultant shall digitally sign Financial Proposal.</p> <p>All activities and items described in your Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items.</p> <p>5.12</p> <p>5.13</p> <p>5.14</p> <p>5.15</p> | <p>Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical and Financial Proposals.</p> <p>The Consultant shall submit Technical Proposals using the appropriate submission sheets provided in Annexure B: Technical Proposal Submission Forms and Annexure C: Financial Proposal Submission Online. 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.</p> <p>Consultants are required to submit their Technical Proposals in hard copy as well as and in soft copy online in Adobe Acrobat (PDF) format only (In Envelop B). The respective CDs should be enclosed in the sealed envelopes for Technical Proposal, as specified in the Data Sheet. The number of hard copies to be submitted is specified in the Data Sheet. The Financial Proposal must be submit Online Only.</p> <p>In case of discrepancies between proposals submitted online copy and the hard copy, UAD reserve the right to choose the binding version.</p> | <p>5.16</p> | <p><i>Taxes</i></p> | <p>The Consultant may be subject to taxes (such as, value added or sales tax, service tax, duties, etc) on amounts payable by the Client under the Contract. The Data Sheet states that if the Consultant is subject to payment of any national or local taxes such amounts of taxes shall be included in the Financial Proposal.</p> | <p><i>Proposal Fees</i></p> | <p>5.17</p> | <p>All Fees should be valid for the duration specified in the Data Sheet.</p> | <p><i>Currency of the Proposal</i></p> | <p>5.18</p> | <p>All Fees shall be quoted in Indian Rupees.</p> | <p><i>Documents establishing the eligibility of the Consultant</i></p> | <p>5.19</p> | <p>To establish their eligibility in accordance with Clauses 3.3: if the Consultant is in an existing or intended JV, in accordance with Clause3.3, a copy of the JV Agreement to enter into such an Agreement must be submitted. The respective document shall be signed by all legally authorised signatories of all the parties to the existing or intended JV, as appropriate.</p> | <p><i>Proposal validity</i></p> | <p>5.20</p> | <p>Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of</p> |
|---|--|---|-------------|---------------------|---|-----------------------------|-------------|---|--|-------------|---|--|-------------|--|---------------------------------|-------------|---|

- Technical and Financial Proposals as prescribed by the Client.
- 5.21 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client.
 - 5.22 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.
 - 5.23 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

*Format and signing
of Proposals*

- 5.24 These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Data Sheet and other accompanying documents.
- 5.25 **For Physical Submission:** The Technical Proposals (original plus the number of copies specified in the Data Sheet) must be put in Envelop-B clearly marked 'TECHNICAL PROPOSAL ORIGINAL' or 'COPY No._#_' and DD of EMD shall be placed in Envelop-A marked 'Envelop-A'. The envelope containing the original, copies & EMD, shall then be placed in one single envelope which shall be clearly marked and 'ORIGINAL + _# COPIES + EMD'.
The DD of bid security shall be enclosed in the Envelop-A marked 'Envelop-A'- "ORIGINAL EMD"
- 5.26 In the event of any discrepancy between the original and the copies, the original shall prevail.
- 5.27 The Financial Proposal shall be submitted online only.
- 5.28 These two envelopes should be sealed separately and put in the wax sealed envelope. The Financial Proposal must be submitted online only.
- 5.29 For Physical Submission:- The original and all copies of Technical Proposals shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Consultant. This authorisation shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorisation must be typed or printed below the signature. All pages of the Proposal, except for unamended printed literature, shall be signed or initialled by the person signing the Proposal.

For Online Submission:- Documents should be signed digitally using Class III Digital Signature Certificate.

- 5.30 Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
- 5.31 All bids must contain original + copies of the Technical Proposal (Envelop-B) & Bid Security (in Envelop-A) and the Financial Proposal (Only Online in Envelop-C) as described in the Data

- Sheet.
- Sealing and marking of Proposals* 5.32 **For Physical Submission:** - The envelope containing the Technical Proposals (Envelop-B) & EMD (Envelop-A) shall be sealed in an outer envelope. This outer envelope shall be sealed, and signed, and will be clearly labelled with:
- Title of Consulting Services;
 - RFP Number;
 - Deadline for submission; and
 - Address of the consultant
 - The Name of the cluster
- In addition, the envelopes shall bear the following directions:
- Address for submission of Proposals as specified in the Data Sheet
 - On outer envelope containing Technical Proposals: 'DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.
 - On inner envelopes containing the Technical Proposal, "DO NOT OPEN BEFORE(insert date and time for the opening of Technical Proposals as specified in the Data Sheet)"; and EMD
- For Online Submission:** - All the three Envelops should be signed digitally using Class III Digital Signature Certificate at prescribed places.
- Deadline for submission of Proposals* 5.33 **Physical Submission:** - If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.
- 5.34 Proposals must be submitted online as well as physically (physical submission of price bid not allowed) to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet/Key-Dates.
- 5.35 The Client may, at its discretion, extend the deadline for the submission of Technical and Financial Proposals by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 5.36 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation and ranking of Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
- Late Proposals* 5.37 The Client will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Data Sheet/Key-Dates. Any Proposal received after the

- respective deadline for submission shall be declared late, rejected, and returned unopened to the Consultant.
- Withdrawal of Proposals*
- 5.38 A Consultant may withdraw its Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by an authorised representative, and including a copy of the authorisation document. The Withdrawal Notice must be:
- submitted in accordance with Clause 5.32 and the respective envelopes shall be clearly marked 'WITHDRAWAL'; and
 - received by the Client prior to the deadline prescribed by the Client for submission of Proposals.
- 5.39 Proposals that are withdrawn in accordance with Clause 5.38 shall be returned unopened to the Consultant.
- 5.40 No Proposal shall be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified in the Data Sheet or any extension thereof, except in the case of a request by the Client to extend the Proposal validity.
- 6 Opening of Proposals**
- 6.1 The Client will open Technical Proposals online & physically in the presence of Consultant's representatives who choose to attend, at the address, date and time specified in the Data Sheet as the deadline for submission.
- Opening of Technical Proposals*
- 6.2 First, envelopes marked 'WITHDRAWAL' will be opened, read out, and recorded and the envelope containing the corresponding Technical and Financial Proposals (Online) will not be opened and will be returned unopened to the Consultant. No Proposal shall be withdrawn unless the corresponding Withdrawal Notice contains a valid authorisation to request withdrawal and is read out and recorded at the time of opening of Technical Proposals.
- 6.3 All remaining envelopes holding the Technical Proposals shall be opened one at a time and the DD of EMD shall be verified (if submitted online as well). If it is found in order the technical proposal shall be read out. Else the technical proposal, DD of EMD and unopened financial proposal shall be returned. The following shall be read out and recorded from the Technical Proposal:
- the name of the Consultant; and
 - any other details as the Client may consider appropriate.
- 6.4 Only Technical Proposals read out and recorded at Proposal opening shall be considered for evaluation. No Proposal shall be rejected at the opening of Technical Proposals except for late Proposals, or improper DD of Bid Security in accordance with Clause 5.37.
- 6.5 The Client shall prepare a record of the opening of Technical Proposals that shall include the name of Consultants and indicate whether there is a withdrawal. The Consultant's

- representatives who are present will be requested to sign the record. The omission of a Consultant's signature on the record shall not invalidate the contents or effect of the record. A copy of the record will be distributed to all Consultants in writing or through standard electronic means.
- 6.6 Technical Proposals which are awarded at least the minimum qualifying marks according to the evaluation criteria provided in Clause 7.8 below shall qualify for opening of Financial Proposals (Online).
- Opening of Financial Proposals*
- 6.7 The Financial Proposals of all non-qualifying Consultants will not be opened.
- 6.8 Under Least Cost method all Consultants who have technically qualified shall be informed in writing, or through standard electronic means, of the date and place for opening of their Financial Proposals Online. Consultants' attendance at the opening of Financial Proposals is optional.
- 6.9 At the opening of Financial Proposals, the Financial Proposals of all technically qualified bidders shall be opened Online by the Client and the following read out and recorded:
- ✓ the name of the Consultant;
 - ✓ Fees; and
 - ✓ any other details the Client may consider appropriate.
- 6.10 Only Financial Proposals read out and recorded at the opening of Financial Proposals shall be considered for evaluation. No Proposal shall be rejected at the Financial Proposal opening.
- 6.11 The Client will prepare a record of the opening of Financial Proposals. The Consultants' representatives who are present will be requested to sign the record. The omission of a Consultant's signature on the record shall not invalidate the contents or effect of the record. A copy of the record shall be distributed to all Consultants in writing or through standard electronic means.
- 6.12 All Financial Proposals shall be scrutinised for any non-conformity and modifications, if any, shall be made in accordance with Clause 7.5.
- 7 Evaluation of Proposals**
- 7.1 Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Consultants or any other persons not officially concerned with such processes until information on Contract award is communicated to all Consultants.
- Undue influence*
- 7.2 Any attempt by a Consultant to influence the Client in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.
- Clarification of Proposals*
- 7.3 To assist in the examination, evaluation, comparison and post-qualification of Proposals, the Client may, at its discretion, ask any Consultant for a clarification of its Proposal. Any clarification submitted by a Consultant that is not in response

		to a request by the Client shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals, except to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the Proposals, in accordance with Clause 7.5, if required.
<i>Non-conformities, Errors and omissions</i>	7.4	The Client may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.
	7.5	The Client will correct arithmetical errors during evaluation of Financial Proposals on the following basis: <ul style="list-style-type: none"> i) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; <p>if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p>
	7.6	If the winning Consultant does not accept the correction of errors, its Proposal shall be disqualified
<i>Evaluation of Technical Proposals</i>	7.7	The evaluation committee shall evaluate the Technical Proposals on the basis of pre-set criteria as outlined in the Bid data Sheet.
<i>Qualification of Technical Proposals</i>	7.8	After the technical evaluation (i.e. evaluation of Technical Proposal & Technical Presentation) is completed, under Quality Based Selection the Client shall notify, in writing, Consultants whose Technical Proposals receive a mark of 700 or higher, indicating the date, time, and location for opening of Financial Proposals.
<i>Evaluation of Financial Proposals</i>	7.9	The Client will select the lowest Financial Proposal under Least Cost Selection (LCS) of those Consultants whose Technical Proposals have qualified.
	7.10	Financial Proposals are expected to be within the budget, if specified in the Data Sheet.
<i>Client's right to accept any Proposal, and to reject any or all</i>	7.11	The Client reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Consultants.

Proposals

- 8 Award of Contract Notification**
- 8.1 Prior to the expiration of the Proposal validity period, the Client shall notify the successful Consultant, in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Consultants of the results of the bidding.
- 8.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- Negotiations*
- 8.3 The successful Consultant will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 8.4 The successful Consultant will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with Clause 8.3.
- 8.5 Negotiation will include only financial negotiation, depending on the needs of the Client.
- Availability of personnel*
- 8.6 The Consultant shall confirm the availability of all personnel as indicated in its Proposal.
- 8.7 The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable, or for reasons such as death or medical incapacity. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and must be submitted to the Client within the period of time specified in the Letter of Invitation to negotiate.
- 8.8 Failure to meet either of these requirements may result in disqualification.
- Signing of Contract*
- 8.9 Promptly after notification, the Client shall send to the successful Consultant the Contract and the Special Conditions of Contract (draft attached in this RFP).
- 8.10 Pursuant to negotiations, the successful Consultant shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.
- 8.11 All formalities of negotiation and signing of contract will be completed within twenty-five (25) days of notification of award.
- Start date*
- 8.12 The Consultant is expected to commence the Services on the date and at the location specified in the Data Sheet.

Annexure B: Technical Proposal Submission Forms

Tech 1: Covering Letter

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting 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, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with / as a Joint Venture: [Insert a list with full name and address of each joint venture partner or sub-Consultant]². Attached is the following documentation: [letter(s) of association or Joint Venture Agreement].

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5 to 1.8. [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 and/or sub-consultants 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,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

¹ If applicable

² [Delete in case no association or Joint Venture is proposed]

Tech 2: Project Detail Sheet

Assignment name:	Approx. value of the contract (in current Rs):
Country:	Location within Country:
Name of Client:	Total No of person-months of the assignment:
Address of Client:	Approx. value of the services provided by your firm under the contract (in current Rs.): No of person-months provided by your firm:
Start date (month/year): Completion date (month/year):	No of professional person-months provided by the JV partners or the Sub-Consultants:
Name of Joint Venture partner or sub-Consultants, if any:	
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/independent³	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Name of Firm:

³ Regular full-time employee as defined in Clause 4 of 'Instructions to Consultants'.

Tech 3: Curriculum Vitae (CV) for 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(s) starting [employer]
with present
position]

PROFESSIONAL EXPERIENCE

[month and [Name of project and client]
year start to [Descriptive paragraph of 4-5 sentences on each assignment, position held,
finish] 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) I am/ am not in regular full time employment with the Bidder/ Sub-Consultant;
- (iii) 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 mobilisation takes place within the validity of this Bid or any agreed extension thereof.

I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert and authorised representative]

[Name of Expert and Authorised signatory]

Date:

Place:

Tech 4: Expert Team and Summary of CV Information

Family Name, First Name	Firm Acronym	Position Assigned	Task Assigned	Employment Status with Firm (full-time, or other)	Education/ Degree (Year / Institution)	No. of years of relevant project experience	CV signature by (expert/ other)

Annexure C: Financial Proposal Submission Forms

Fin 1: Total Costs per ULB

Project Title:

Name of Cluster:

S. No.	Name of ULB	Cost (INR)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
	Total Contract Cost:	

(Please indicate Amount in Words):

Note:

- A. At the time of issuing the work order of the specific ULB/Cluster to the successful bidder, if Satellite Data already procured / available with the Client, the consultant will be bound to utilize the Satellite Data available with client only and the cost of the Satellite Data will be deducted from the payment of the related milestone as per invoice received from the NRSC.
- B. Socio-economic survey for Neemuch is not included in this contract. (Cost of Socio-economic Survey for Neemuch not to be included in Financial Proposal)
- C. The cost provided by the consultant in the **Fin. 1** to include all the expenditure to be incurred. It will also include: -
 1. Procurement of latest high resolution satellite data for preparation of GIS Base Map for planning / census urban agglomeration area including buffer.
 2. DGPS Surveys.
 3. Presentation of outputs for submission at each milestone.
 4. Three (3Nos.) Training programmes on GIS base mapping , Slum Mapping and Revenue & Slum Surveys
 5. One Introductory workshop
 6. Latest one Single User License ArcView or equivalent software in the name of ULB with technical support.
 7. One Workstation, billed in the name of ULB. (See specifications below)
 8. One UPS, billed in the name of ULB.
 9. One A3 Color Laser Printer, billed in the name of ULB.
 10. One Portable Internet Connection / Data Card (unlimited usage) with five year subscription.
 11. Personnel Inputs and Professional Fee Rates.
 12. Out of Pocket Expenses.
 13. Other Hardware and Software.
 14. Hand-holding support for 3 years.
 15. Any other expenditure.

Minimum Specifications of Product/Services

Workstation/Computer	
Company	<i>IBM, HP, Dell, HCL or equivalent</i>
Operating System	<i>Genuine Windows® 7 Professional</i>
Processor	<i>4th Generation Intel® Core™ i5 Processor (Quad Core, 3.2 GHz)</i>
Memory	<i>4 GB DDR III RAM</i>
Hard Disk Drive	<i>1 TB SATA Hard Disk Drive</i>
Optical Disk Drive	<i>DVD Read & Writer</i>
Screen/Monitor	<i>18.5 Inch TFT</i>
Speakers	<i>Yes</i>
Keyboard	<i>Yes</i>
Mouse	<i>Optical Mouse</i>
On Board LAN	<i>100 Mbps</i>
Warranty Support	<i>5 Year On-site Warranty</i>
Anti Virus	<i>5 year subscription of Quick Heal Total Security 2014, Norton Total Security 2014 or equivalent</i>
Card Reader	<i>Yes</i>
Licensed MS Office Latest	<i>Yes (MS Office Professional 2007 or above version must be provided i.e. MS Office package must include Access.</i>
Licensed Arc View	<i>Yes</i>

UPS	
Company	<i>APC, Sukam, Intex or equivalent</i>
Back-up Time	<i>At Least 45 Minutes</i>
Battery	<i>Maintenance-free</i>
Warranty Support	<i>5 Year On-site warranty of UPS & Battery</i>

Printer (A3 Color)	
Company	<i>Canon, HP or equivalent</i>
Paper Size	<i>A3</i>
Printing Technology	<i>Laser</i>
Print speed (A3 Size) Monochrome/Color	<i>At Least 12 PPM</i>
Print speed (A4 Size) Monochrome/Color	<i>At Least 24 PPM</i>
Built-in Standard Memory (in MB)	<i>256</i>
Network Interface(10 Base-T or 100 Base-T)	<i>Yes</i>
USB Interface	<i>USB 2.0</i>
Paper Input (Standard Cassette)	<i>250 Sheets</i>
Resolution	<i>600 / 1200dpi</i>
Duplex Printing	<i>Yes</i>
Print Speed	
Warranty Support	<i>5 Year On-site Warranty</i>
Toner Cartridge	<i>With 2 Cartridge</i>

Annexure D: Terms of Reference (TOR) for Preparation of GIS Base Map & Conducting Multi Purpose Household Survey

1. Brief Description of Task

This Terms of Reference is for the Preparation of GIS Base Maps and Multi-Purpose Household Survey (MPHS) for 67 cities covered under Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT) programme. This task focuses on (i) the preparation of GIS base map which shall contain the key physical features including properties based on latest technology such as using high resolution satellite data and Differential Global Positioning System (DGPS), (ii) Multi-Purpose Household Survey which will provide complete coverage, within each city, of all properties/households, and of service levels within the slums, and (iii) Technical handholding support in updation of property tax demand collection registers of ULBs for the next three years.

The survey comprises two components:

- a) Revenue survey of all properties in ULBs (covering all Slums & Non-Slums)
- b) Socio-economic survey of slums.

2. Background

The Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT) aims at improvement in urban infrastructure in towns and cities in a planned manner. It shall subsume the existing schemes of Integrated Development of Small and Medium Towns (IDSMT) and Accelerated Urban Water Supply Programme (AUWSP). The objectives of the scheme are to:

- a) Improve infrastructural facilities and help to create durable public assets and quality oriented services in cities & towns
- b) Enhance public-private-partnership in infrastructural development and
- c) Promote planned integrated development of towns and cities.

On completion of the Scheme it is expected that ULBs will achieve the following outcomes:-

- a) Modern and transparent budgeting, accounting, financial management systems, designed and adopted for all urban services and governance functions
- b) City-wide framework for planning and governance will be established and become operational.
- c) All urban residents will be able to obtain access to a basic level of urban services.
- d) Financially self-sustaining agencies for urban governance and service delivery will be established, through reforms to major revenue instruments.
- e) Local services and governance will be conducted in a manner that is transparent and accountable to citizens.
- f) E-Governance applications will be introduced in core functions of ULBs resulting in reduced cost and time of service delivery processes.

As per the Rajiv Awas Yojana (RAY) guidelines, the preparation of base maps to an appropriate scale would be a pre-requisite for the preparation of Slum Free City Plan of Action (SFCPoA). The development of Slum Map of every slum within the city and its fringes shall be prepared using satellite images and GIS technology.

2.1. GIS Base Mapping

The development of appropriate GIS has considerable potential to improve municipal planning, administration, and management in a number of ways. Property tax coverage and collection can be improved using GIS-based property mapping which could help the decision makers in making policies about taxation system, in efficient collection of taxes and utilization of existing manpower resources for maximum benefits in revenue collection.

GIS based mapping for slum areas will also provide graphic information of slums which could help decision-makers determine priorities through providing spatial or distributional information on the impacts and beneficiaries of different investment decisions.

2.2. Revenue

For the Urban Local Body, the main sources of own revenue are property tax, and water and sanitation tax and charges. However, presently, there are a large number of unidentified and under-assessed properties, revenue leakages in the form of unauthorised water connections, and few details regarding end-users. Some of the main issues are:

- **Property tax:** In 1997, a new method of levying property tax was introduced (MP Municipality (Determination of Annual Letting Value of Buildings/Land) Rules, 1997) under which all ULBs were required to switch to a Zonal unit area linked system involving self-assessment of annual rental value (ARV) by the assessee. Under the new method, the municipal area was classified in more than one zone on the basis of, as far as possible, similar locations of the buildings and lands situated therein. The ULBs were authorised to fix separate rates (per square meter per annum for the constructed area of the house, and the vacant lands) for each type of house and land situated in a zone. Separate rates were fixed based on i) quality of construction, ii) use of property, and iii) location within the zone. The response to the self-assessment initiative has not been promising, especially in the early years. In a large number of cases self assessment declarations have yet to be received and, where received, have not been updated. As a result, the tax demand registers are incomplete and actual yearly demands cannot be accurately ascertained.
- **Water supply** Domestic water connections are all unmetered. A fixed monthly charge is levied based on the ferule size and vary between the cities. Non-domestic connections are generally metered and are charged based on consumption. A large number of water connections are either illegal or unauthorised; and, where authorised, are not billed or wrongly billed.
- **Consolidated tax** A consolidated tax comprising conservancy, sanitation, lighting and fire tax was introduced in 1998-99 across Madhya Pradesh. This tax is set at a fixed annual rate and is collected along with the property tax. Currently, a small annual charge is levied from all households whose annual letting value is below the exemption limit. Households which are subject to property tax pay the consolidated tax at a different rate which is a fixed percentage over the property tax.

In light of these shortcomings, and the pressing need for ULBs to improve their revenue collection, component (a) of the MPHS will consist of a door-to-door 'contact' survey to help 67 urban local bodies update their existing records of properties assessed, and bring into the tax net un assessed properties. In addition to the survey, the new properties will also be brought into the property tax net through the mapping using satellite data and GIS technology.

2.3. Social Welfare and Poverty Programmes

The ULBs administers several welfare programme for the population which lives below the official poverty line. They also have access to increasing resources from the Government of India (GoI). At present, the ULBs do not have adequate & reliable data to effectively identify or target the BPL population, nor indeed to categorise slums according to accurate poverty or basic service infrastructure data.

Components (b) of the multi-purpose household survey will provide socio-economic data for all household in each slum within each city. This will provide socio-economic and poverty data for slums and also help to identify poor households in existing & new identified slums. The household-level data can provide an enhanced base for poverty analysis and targeting. The data will also form an essential basis for the development of housing strategies, including slum categorisation, notification / de-notification procedures, improvement and redevelopment.

3. Objectives

3.1. Global objective

The global objective of the GIS mapping and MPHS will be to contribute to the improvement of the revenue collection, financial, planning and management capacity of the ULBs through provision of valid, reliable and credible spatial and non-spatial information.

3.2. Specific objectives

1. Improve revenue collection through ascertaining un-assessed and under assessed properties and the extent of unauthorised use of municipal services (eg. water and sewerage connections).
2. Develop a common base map that would be used by all participating sections / departments within ULB for detailed mapping and the development of Municipal GIS.
3. Establish a strong visual link between the location of a property (building or plot) onto the GIS base map and its corresponding tax data which would provide a spatial dimension to the tax records through proper mapping of properties.
4. Improve service planning and targeting through provision of accurate socioeconomic, poverty and service data, particularly within slums, which will enable prioritisation of investment.
5. Provide a baseline for performance measurement.
6. Allow spatial or distributional analysis of service levels, revenue generation and social composition, particularly identifying the location of poor and socially excluded communities. The distributional or spatial analysis could be further enhanced through GIS technology.
7. Provide updated property tax database which would ultimately update the property tax demand collection registers.

4. Scope of Work

The detailed activities to be carried out under this scope of work are described below:

1. Project Implementation Phase

A. Preparation of Base Map:

- i. City Base Map
- ii. Tax Rate Zones
- iii. Administrative Boundaries

- iv. Property Coverage
- v. Spatial Distribution of slums

B. Multipurpose Household Survey

- i. Revenue Survey of all slum & non-slum properties
 - a) Field Survey, QC/QA, data entry, survey data (including property photograph) linked with GIS
 - b) Comparison of MPHS survey data with ULB MIS data (on A3 size page), validation and approval of survey data along with summary findings
 - c) Updation of Property tax demand
 - Property tax calculation, comparison of property tax (existing tax and tax calculated based on the survey data)
 - Identification and address exceptions, if any
 - Validation of tax calculation
 - Summary statement of tax calculation
 - Production of booklet for each property details (single page format) including arrears (if any)
 - Production of Bills, Notices etc.
 - Assistance in updation of property tax demand collection registers
- ii. Socio-economic Survey and data entry in CGG application
 - a) Household Survey & Livelihood Survey
 - b) Slum Profile
 - c) Socio-economic data linked GIS

2. Technical Handholding Support Phase:

Consultants will be responsible for updating property tax demand collection registers in each participating ULB for the next three years.

4.1. Preparation of Base Map

The base map shall contain all key physical features, the boundaries of each plot or building (structure) and a plot or building identification number as described below. The map shall be multipurpose and could be used by various sections of the ULB such as engineering, revenue (taxation) and town planning.

The Consultants will mark the boundaries of each slum in its appropriate location onto the municipal base map according to the slum notification guidelines issued by GoMP & RAY Guidelines.

4.1.1. Data Contents and Specifications

The preparation of base map shall be based on high-resolution latest satellite data and DGPS. To facilitate sharing of information between various municipal sections, it is critical that GIS base mapping be compatible with standard data base formats. The base map shall be prepared on various layers for easy operation in GIS. Each map shall include, but not be limited to, the following:

Map	Contents (layers)	Remarks
Base Map of Planning Area / Census Urban Agglomeration Area	Agricultural area, forest, vacant land and other key physical features such as water bodies, canals, drains, rivers, major roads, railways, settlements etc. Location of geo-referenced survey control points using Differential Global Positioning System (DGPS). Planning area / Census Urban Agglomeration Area boundary and Municipal area boundary.	Map based on latest Satellite Data on Scale 1:5000
City Base Map of Municipal Area	All major physical features with reference names, such as, main roads, other important roads, railways, airport, cantonment areas, important landmarks, colony names, water bodies, drains, canals, rivers, etc. Municipal area boundary, zone, ward, tax zone boundaries.	Base Map of Municipal Area on scale of 1:1000
Property*	Plot and Building (structure) with unique IDs Vacant lands Spatial distribution of slums Municipal area boundary, zone, ward and tax zone boundaries.	Property Mapping including slums on scale 1:1000
Administrative Jurisdiction	Municipal area boundary, zone, ward and tax zone boundaries.	

Note: 1 The property layer shall be used for tax planning and administration purpose only. It should not be used for tax calculation purpose or determination of legal title.*

2. Checklist & formats for GIS Base Maps (Hard & Softcopy) & Layers with attributes are provided in the attachment.

Plotting and Numbering of Plot and Building (structure): Each property and each dwelling unit within it will be provided with a unique identification number (a Property Identification Number, PIN) based upon a pre-agreed codification system. As soon as the property mapping and numbering of one ward has been completed, the survey teams will begin the survey in the same area. The exercise must enable compatibility with the MPHS database which will assign a unique household number linked to the property number.

These maps will enable spatial referencing of unique identification number given to the properties and plan the survey more systematically. This would further provide a spatial dimension to the tax records through linking of MPHS database (in excel, access or sql format only) with the property map for analysis purpose in GIS.

4.1.2. Suggested Methodology

For preparation of GIS base map, all existing surveys and maps (including revenue maps and topographical maps) shall be utilized to the extent practical and reasonable. Revenue maps, commonly known as Cadastral maps are available and contain valuable graphic information and triangulation survey control points which are useful inputs for the preparation of GIS base map. These maps, which were originally surveyed in the late 1920's, provide details on land and property holdings but the majority of them have not been updated. These maps are available with the State Land Records and Revenue Department. The geographical municipal area of 67 cities is given in *Attachment 1 (Table No.1)*

The base map will be prepared using the latest high spatial resolution satellite data and DGPS. The steps required to undertake the preparation of GIS base mapping might be as follows:

- Collection of secondary data of planning area / census urban agglomeration area.
- Procurement of latest high resolution satellite data in digital form covering the existing planning area / census urban agglomeration area including buffer.
- DGPS ground control survey for providing control points evenly distributed over the study area.
- Post processing of ground control data.
- Interpretation and digitisation of satellite data in the different layers as specified in the table above.
- Field verification to update the features, which are not visible on the satellite image.
- Production of draft base map with different layers (property layer along with unique IDs) as mentioned above.
- Incorporation of tax zone, ward, zone, municipal area and planning area / urban agglomeration area boundary.
- Final GIS base map incorporating corrections.
- City Base Map with the scanned Cadastral (revenue map) sheets as background.
- Finally, the digital base map showing all the properties shall be linked with the MPHS database (including basic customisation) for analysis purpose in GIS.

For linking base map with MPHS database, each plot / property will be given a unique identification number (ID) which will correspond to the plot / building number in the MPHS database file as specified above. The MPHS attribute data will be managed as regular tabular data, with a unique ID linking these data to the geographic features. These MPHS databases could be viewed spatially (on the map) by linking with base map through unique ID fields. For example, the base (property) map linked with the MPHS revenue survey database will provide a graphic overview of un-assessed properties or under assessed properties.

In the case of digitization, the data is checked for dimensional accuracy, completeness, edge matching, symbology, and layering. The method to be adopted for base mapping and digitization shall confirm the standards prescribed by Survey of India.

The consultants will ensure and demonstrate to the client that (a) all plots or buildings are marked on the property layer (including property survey sheets); (b) systematic unique IDs for all plots or buildings are present, (c) data entry of the MPHS database in excel and access or sql server format. (d) data entry of socio-economic survey data in CGG Format with Unique ID, (e) properties are linked with the MPHS (revenue & socio-economic survey) database through unique IDs as specified by UAD, (In case where socio-economic survey data is available, the consultants will be responsible for verification and integration of the same with GIS), and (f) all activities related to surveys, validation & approval process and final outputs.

The consultants will be responsible for providing the entire data in standard GIS format and as per the database structure as specified by UAD at the commencement of the project. The consultants shall be responsible for digitize the property tax & arrears data with property details (including existing property tax number) of available with the respective ULB.

The printed copies shall include standardised cartographic legends, bar scale, north sign, control points, sheet reference, adjacent map sheet numbers, date of acquisition of satellite data, title and project logo. The project logo shall be provided by the UAD. The standard Map Layout should be finalised in close consultation with the UAD.

4.2. Multi-Purpose Household Survey (MPHS)

- a) Revenue survey of all properties in ULB (Slum & Non-Slum)
- b) Socio-economic household survey of slums in the ULB.

The programme will provide complete coverage of revenue properties (including commercial and industrial), households within them & slum households. Refer to Table No.2 attachment 2 ULB wise indicative population.

The survey comprises the following activities:

4.2.1. Mapping of properties and codification

See section 4.1 above.

4.2.2. Piloting and finalization of survey method and instruments

Questionnaires for all Components are attached. Before starting the surveys, the Consultants will (i) prepare a prioritised list of wards based on high revenue generating potential in close consultation with respective ULBs & the concerned UADD officials, and (ii) translate the questionnaires to Hindi and pilot and test both language versions of these questionnaires. The Pilot should cover one ward which is prioritised and agreed with the respective ULBs and UADD. The pilot will include but is not limited to peer and cognitive (including language) pre tests of all instruments, and piloting the assignment of identification numbers, interviews, quality assurance, survey administration and data management tasks. The Consultant will provide a report on findings and recommended changes and will agree with UAD any refinements to the survey method and instruments.

The consultants will undertake the implementation of GIS Project MPHS work in close consultation with CMO / nodal officers of respective ULBs and UADD.

4.2.3. Survey training

Subject to agreement with UAD on the content and programme, the Consultants will develop survey administration protocols, training design and guidelines/manuals, and after review and approval of these by the UAD, will provide training for field surveyors in the specific methods to be employed for all survey components. The training will also include selected participants from the UAD, ULBs and the District Urban Development Agency (DUDA).

4.2.4. Component (a): Revenue survey

This door-to-door 'contact' survey will be conducted in the language of choice of the householder and will follow the sequence of the prioritised list of wards (high to low revenue generating wards) as agreed with respective ULB & UADD during Inception Stage. The survey will broadly consist of the following:

- a) The contact survey will collect data/information through a pre-designed questionnaire for property tax, water connection and on-plot sanitation.
- b) Consultants to take the photograph of each property in a best possible angle and annex the photograph with each questionnaire form filled up. All the softcopies of the photographs will then be hyperlinked with the property database. The resolution and size will be pre decided and agreed with the ULB.

- c) Before the start of the contact-survey, the ULB will generate from its manual or computerised records ward-wise lists of the properties on its property tax records. For each entry, the ULB will provide a copy of the self-assessment forms filled by the property owner or any other record supporting/justifying assessment for ARV. A similar list will be provided for water connections.
- d) Immediately prior to the survey, the Consultant will publicly announce the purpose, content and timing of the survey, in accordance with requirements in law.
- e) For the survey, zones and wards will be classified according to their socioeconomic characteristic. More affluent zones/wards will be targeted as a priority as these will accrue greatest revenue and will be most likely to include unassessed new areas/colonies. This survey will therefore begin in high- and middle-income areas, and will subsequently be extended to cover all properties in the entire municipal area.
- f) The programming and area prioritisation of the survey will be agreed prior to survey commencement as mentioned above.
- g) One of the municipal staff will accompany each survey team.
- h) In the case of property tax, where a self assessment form (SAF) has been completed under the unit area based approach, the contact survey will verify the data/information disclosed by the property owner in the SAF. The data necessary to correctly assess the annual rental value of the property will include a) constructed area of the house/property [variation up to 10 per cent either side is permissible under Sec 138 (3)]; b) quality of construction, i.e. properties with RCC roof or roof with sheets/iron/tiles or semi pucca/kacha roofs; c) basis of use, i.e. residential or commercial/industrial, lease/rent; and d) location, i.e. main road or main market.
- i) During the survey of the properties listed in the municipal records, the survey team will locate/identify properties physically existing in the ward area but not included in the municipal records (uncovered/unassessed properties). In such cases the survey team will assess the details as in (i)) above and complete the SAF and request the property owner sign the SAF.
- j) In the case of water supply, the survey will include information on the source of supply – municipal supply or own source – and in the case of the former, the number of taps and size of ferule where unmetered (almost all domestic supply is unmetered).
- k) For on-plot sanitation the survey will obtain information on disposal facility, connected to municipal sewerage or septic tank, pour flush, other method.
- l) The Consultant will ensure that the nominated municipal Revenue staff will be continuously involved in the survey exercises, data verification, data manipulation and reporting.

Verification/reconciliation of Data

The Consultants should be responsible for verification and reconciliation of data with the help of concerned revenue officials in each participating ULB.

4.2.5. Component (b): Socio-economic survey of slums

Following piloting, agreed amendments to the questionnaire and methodology, quality assurance programme, data management procedures and training of surveyors, this household survey will be conducted in the language of choice of the householder, in a phased programme.

Consultants will collect the list of slums and notifications from the respective ULB. Consultants will then identify slums in the field and marked the same on the satellite data with the help of ULB officials. Consultants will also identify new slum(s) if any as per the Government guidelines.

In addition to requirements listed at 4.2.1 to 4.2.3 above, the socio-economic household survey will include numbering of households based on the ULB property number and using a sub-number for each household (the pre-agreed codification).

The survey will include the following:

- a) Immediately prior to the survey in each slum, the Consultant will publicly announce the purpose, content and timing of the survey
- b) Numbering of households using base map showing slum boundaries, slum maps (where slum maps are not available, a 'sketch' mapping exercise will be undertaken by the consultant). Numbering will entail field verification of maps and physical labelling (with marker pen or other durable method) of properties.
- c) As soon as the numbering of one slum (or part of slum) has been completed, the survey teams will begin the socio-economic household survey in the same area. This will consist of interviews with all households in the slum.
- d) The Consultant will provide field supervision, quality control of the conduct of the survey and daily field checks of data completion and consistency will be provided to a standard to be agreed with UAD.

In each slum, the survey will also include a separate exercise of inspection, mapping and focus group discussion to ascertain availability, levels and quality of basic service provision. Services to be assessed are mentioned in the questionnaire format. The focus group discussions need to be conducted for every 20-50 households. Such Focus group discussions should cover entire slum consolidating the information received at the end of each such discussion.

The survey will involve the following steps:

- Using base map showing slum boundaries, slum maps (if available) or sketch maps made for the slum-based socio-economic household survey conduct an inspection of, and map, infrastructure availability.
- On a lane-by-lane basis (covering no more than 50 households) conduct focus group discussions to ascertain the quality and levels of service provided.
- The FGD report should cover all the following points along with details of the field covered in the questionnaires:
 - Percentage of road length not covered with pucca drains,
 - Percentage length of roads which are not pucca,
 - Percentage length of roads without street lights,
 - Percentage of households not covered with piped water supply,
 - Number of hours water supply per day,
 - Percentage of households not covered with toilets, and
 - Percentage of households without solid waste collection.

4.2.6. Data collation and creation of records

The Consultants will be required to complete all data entry work including photograph of each property and digitisation of maps / sketches. Following completion of data entry and data entry QA, agreed reports from the data files and survey forms will be provided to the ULB. The ULB will compare the revenue data from the survey to their records and provide a list of exceptions (differences such as the dwelling is not on the ULB records, or differences in some data element between the survey and ULB records). The survey consultants will confirm data entry for these exceptions comparing the original questionnaire to the data. Consultants should provide the slum survey data in CGG format only (either Online or Offline). The consultants will also provide support in migration/digitization of ULB's existing data which would be required for updation of demand collection registers.

The results to be achieved by this Technical Assistance will include:

1. Base map showing all the properties and key physical features based on latest satellite data and GIS technology.
2. Integrated database of city-wide properties, revenue data, slum households, and slum infrastructure.
3. The household and slum service-level surveys will provide baseline data which can be updated and accurate poverty and infrastructure/service data enabling identification of priority slums for investment.
4. Comprehensive and updated data on property tax, water connections and on plot sanitation for all properties.
5. Verification/reconciliation of data collected with existing municipal manual and computerised (MIS) revenue.
6. Data collation and creation of records.
7. Capacity building of ULBs officials for updating Property Tax & GIS data.
8. Final GIS base map showing coverage of all properties linked with the MPHS database (including basic customisation e.g. basic spatial analysis, query and display purpose.).
9. Slum MIS data to be utilized for planning of ongoing/future schemes like Rajiv Awas Yojana, CM Urban Poor Housing Scheme, etc.
10. Updated property tax demand collection registers of each participating ULB.

5. Outputs and Deliverables

5.1. Outputs to be delivered

S. No.	Report	Time Period	No of copies, type* & language	Contents
1	Inception Report	End of 4 Months	<ul style="list-style-type: none"> ▪ Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 	<ul style="list-style-type: none"> ▪ Brief of existing situation ▪ Collection of secondary data & maps available with ULB and other concerned departments ▪ Documentation and proof for procurement of latest satellite data for project area ▪ Design of unique IDs ▪ Database design for MPHS Data

S. No.	Report	Time Period	No of copies, type* & language	Contents
				& implementation of Property Tax System. <ul style="list-style-type: none"> Revised activity and input plan; List of prioritised wards with justification as agreed with respective ULB & UAD. Training method & programme QA methods and programme Report of piloting exercise including any changes proposed for questionnaire and survey method. Pilot for Inception phase must cover all the two (a-b) components i.e. Revenue & Slum Survey. Submission of outputs of all the activities completed as per the Scope of work Proposed methods for data verification and quality control Highlight any changes in ToR & questionnaire to be agreed Record of meetings held Any Other issue.
2	Submission of GIS Base Map layers of municipal area and planning / census urban agglomeration area	End of 6 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 Original copy of Satellite Data & Invoice Maps in Hard & Soft copy UADD 1 & ULB 1 (as per scope of work and checklist) updated demand collection register: Hard & Soft copy: UADD 1& ULB 1 	<ul style="list-style-type: none"> DGPS survey data and processed satellite data GIS base map layers as per scope of work List of slums and notification as collected from ULB Identification of slums (including new slums, if any) on satellite data and listing of Slums to be approved by respective ULB Submission of outputs of all the activities completed as per the Scope of work Documentation of all activities performed for updation of demand collection register (as per municipal law) for surveyed wards to be approved by respective CMO.
3	First Interim Progress Report (i.e. completion of 25% of total wards)	End of 8 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 	<ul style="list-style-type: none"> Surveys for prioritised wards Submission of outputs of all the activities completed as per the Scope of work Slum Survey data entered in CGG application.

S. No.	Report	Time Period	No of copies, type* & language	Contents
				<ul style="list-style-type: none"> Database operational Institutional options for location of database within ULB proposed and selected Options for updating database proposed and selected Staff training commenced Any issues arising Documentation of all activities performed for updation of demand collection register (as per municipal law) for surveyed wards to be approved by respective CMO.
4	Second Interim Progress Report (i.e. completion of 50% of total wards)	End of 10 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 updated demand collection register: Hard & Soft copy: UADD 1& ULB 1 	<ul style="list-style-type: none"> Surveys for prioritised wards Submission of outputs of all the activities completed as per the Scope of work Slum Survey data entered in CGG application. Documentation of all activities performed for updation of demand collection register (as per municipal law) for surveyed wards to be approved by respective CMO. Any issues arising
5	Third Interim Progress Report (i.e. completion of 75% of total wards)& Supply of Hardware & Software	End of 12 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 updated demand collection register: Hard & Soft copy: UADD 1& ULB 1 H/W & S/W (As specification given in RFP). 	<ul style="list-style-type: none"> Surveys for prioritised wards Submission of outputs of all the activities completed as per the Scope of work Slum Survey data entered in CGG application. Documentation of all activities performed for updation of demand collection register (as per municipal law) for surveyed wards to be approved by respective CMO. Supply of Hardware & Software to the ULB as specified in the RFP. Any issues arising
6	Fourth Interim Progress Report (i.e. completion of 100% of total	End of 14 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 updated demand collection register: Hard & Soft copy: UADD 1& 	<ul style="list-style-type: none"> Surveys for prioritised wards Submission of outputs of all the activities completed as per the Scope of work Slum Survey data entered in CGG application.

S. No.	Report	Time Period	No of copies, type* & language	Contents
	wards)		ULB 1	<ul style="list-style-type: none"> Documentation of all activities performed for updation of demand collection register (as per municipal law) for surveyed wards to be approved by respective CMO. Any issues arising
7	Draft Final Report	End of 17 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 Complete & updated Maps in Hard copy & Soft copy UADD 1 & ULB 1 updated demand collection register: Hard & Soft copy: UADD 1& ULB 1 	<ul style="list-style-type: none"> Draft final reports in three volumes (GIS mapping, revenue & socio-economic surveys) covering all the activities carried-out during project implementation phase. Consolidated Summary findings Ward wise & consolidated MPHS data linked with GIS as well as MIS including Photographs. All Final Maps incorporating Corrections City Base map with Khasra maps as background. Acknowledgement of all outputs / deliverables submitted at ULB level during project implementation phase. Record of staff trained Records of training & workshop Documentation of all activities performed for updation of demand collection register (as per municipal law) for all wards to be approved by respective CMO.
8	Final Report	End of 18 Months	<ul style="list-style-type: none"> Hard copy & Soft copy in Hindi & English UADD 1& ULB 1 Update demand collection register in Soft & Hard copy: UADD 1 & ULBs 1. 	<ul style="list-style-type: none"> As above but accommodating all the activities & points recommended by the client group. Documentation of all activities performed for updation of demand collection register (as per municipal law) for all wards to be approved by respective CMO.
9	Technical Handholding Support, Maintenance & Trainings	for 03 years after the approval of final report (Six monthly	<ul style="list-style-type: none"> Six monthly report with details of Tax Collection in Hindi & English each to ULB & UADD. Annually updated demand collection register in Soft & Hard copy: UADD 1 & ULBs 	<p>Six monthly report highlighting, but not limited to the following:</p> <ul style="list-style-type: none"> Support in billing, collection, notices & SAF filling / verification process. Support in updating property tax data and related GIS

S. No.	Report	Time Period	No of copies, type* & language	Contents
		report)	1. <ul style="list-style-type: none"> All Updated Maps, Data, Reports and updated demand collection registers in Soft & Hard copy: UADD 1 & ULBs 1. 	<ul style="list-style-type: none"> On-the-job training Record of trained ULB staff Storage and Backup management Documentation of all activities performed for updation of demand collection register (as per municipal law) for all wards to be approved by respective CMO At the end of the completion of handholding support, consultants should also submit the documentation of all the activities completed and consolidated summary findings of Handholding which should be approved by concerned CMO of the ULB. Consultant should handover all the HW&SW, updated data, reports & maps etc. to the respective ULB's at the end of project.

- Note:** 1. The detailed contents of the reports, data formats, monitoring and approval formats for the outputs and deliverables for each milestone shall be provided by UADD during the project implementation.
2. Ward wise booklet for each and every property data output should be submitted in soft & Hard copy (soft copy in CD & Hardcopy report of Comparison Analysis in A-3 size copy) duly approved by the concerned ULB officer at respective milestone.
3. *For Type please refer to the scope of the work and ToR attachments.
4. Please note that all the above mentioned outputs and deliverables should be submitted to the UADD only after obtaining approval from the CMO of the respective ULB.

6. Expertise and Inputs

An indication of the expertise required (full time during the project Implementation) for undertaking this task is given in the table below:

SN	Key Experts & Input	Qualifications & Experience	
1	Project Manager (1 per Cluster)	<ul style="list-style-type: none"> Post graduate or equivalent in relevant field. Good knowledge of municipal finance, revenue surveys, slum based survey Fluent in Hindi and good communication skills GIS knowledge is desirable 	<ul style="list-style-type: none"> Managed at least three similar projects At least 8 years' experience in the urban sector
2	Project Team Coordinator (1 per ULB)	<ul style="list-style-type: none"> Graduate or equivalent in relevant field. Good knowledge of municipal household surveys and slum survey 	<ul style="list-style-type: none"> Managed at least one similar projects At least 5 years' experience in the urban sector

SN	Key Experts & Input	Qualifications & Experience	
		<ul style="list-style-type: none"> ▪ Fluent in Hindi and good communication skills 	
3	Remote Sensing and GIS Expert (1 per ULB)	<ul style="list-style-type: none"> ▪ Post graduate or equivalent in the related fields. ▪ Knowledge of GIS software, GPS and its technology. ▪ Good communication skills 	<ul style="list-style-type: none"> ▪ Managed at least two similar projects ▪ At least 3 years of experience in relevant field. ▪ Experience in Image processing of high resolution satellite data and GIS data analysis preference given in urban GIS related activity. ▪ Should be familiar with ULB/ government procedures for procurement of satellite data.
4	Survey Expert (revenue) (1 per ULB)	<ul style="list-style-type: none"> ▪ Degree or equivalent in relevant area ▪ Fluent in Hindi & English ▪ Knowledge of working in ULB / City 	<ul style="list-style-type: none"> ▪ Managed at least two similar projects ▪ At least 3 years' experience in assets / Property survey in government Sector preference will be given to Revenue surveys.
5	Survey Expert (social) (1 per Cluster)	<ul style="list-style-type: none"> ▪ Degree / Diploma or equivalent in relevant area ▪ Fluent in Hindi & English ▪ Knowledge of working in ULB/City 	<ul style="list-style-type: none"> ▪ Managed at least two similar projects ▪ At least 3 years' experience in slum related survey preference given in household surveys
6	Database Programmer / MIS Specialist (1 per Cluster)	<ul style="list-style-type: none"> ▪ Degree or equivalent in relevant area ▪ Sound understanding of ULB systems ▪ Fluent in Hindi & English 	<ul style="list-style-type: none"> ▪ Managed at least three similar projects ▪ At least 5 years' experience in related any esteemed Organization. ▪ MIS related project completed in government/Urban sector ▪ Experience with RDBMS such as Oracle and interfacing with spatial databases in GIS software
7	Survey Training Expert (1 per Cluster)	<ul style="list-style-type: none"> ▪ Knowledge of training a broad range of trainees from senior executives to lower grade staff ▪ Fluent in Hindi & English 	<ul style="list-style-type: none"> ▪ At least 5 years' experience training staff from government / Institutions / Other Relevant Area's / ULB / Urban Sector
8	Contact Surveyors, and Supervisors (full-time) as required – CV not to submitted at this stage	<ul style="list-style-type: none"> ▪ Preferably graduates ▪ Sound understanding of contact survey requirements ▪ Fluent in Hindi 	<ul style="list-style-type: none"> ▪ Previous experience of carrying out similar surveys
9	GIS Operators / Engineers (full-time) as required – CV not to	<ul style="list-style-type: none"> ▪ Bachelor's degree in computer science or related fields and have at least 32 years of experience in development of 	<ul style="list-style-type: none"> ▪ At least 2 years working on GIS and CADD software ▪ Experience in digitization, data conversion and data integration.

SN	Key Experts & Input	Qualifications & Experience	
	submitted at this stage	GIS database.	

Note:

1. Consultants should submit the CVs of the above experts only. Any additional CV submitted will not be considered.
2. Consultants are required to maintain time sheets of its staff deployed in the project and same should be verified by the concerned CMO of the ULB during the implementation period of the project, as well as during the handholding support period.
3. A Project Team coordinator or equivalent qualified person should provide fulltime technical handholding support, Maintenance & trainings for the period of three years after approval of the final report in the concerned ULB.

7. Working arrangements**7.1. TA management and counterpart staff**

The assignment will be contracted by the UADD. Management of the assignment and all logistical, financial and methodological arrangements will be by the ULB, assisted by the UADD team. The ULBs and UADD will ensure the support of municipal officials where necessary through monitoring and output review committee.

7.2. Items to be provided by the Client

The ULBs will:

- Provide a representative to liaise with the Consultant. The Consultant will also work closely with UADD in each town.
- With UADD, brief the Consultant on the objectives, design, methodology and programme for the GIS mapping and survey.
- Nominate officers to participate in a) survey work, b) database development and (c) GIS mapping; including making them available for training and, in the case of a), making them available in the field to observe and oversee survey work and data verification.
- Provide the Consultant with maps of survey areas,
- Provide the Consultant with necessary authorisation to procure the satellite data or maps of existing town area and the future expansion area (periphery or urban agglomeration area).
- Provide the Consultant with all necessary authorisation to undertake the surveys and field verification.
- Provide access to office space, if available.

7.3. Items to be provided by the Consultant

In addition to the results and deliverables listed above, the Consultant will provide:

- All materials (including satellite data) and equipment necessary for DGPS surveys, digitised base mapping, training and for MPHS surveys.
- All survey and data entry staff, including training.
- All satellite data processing, field survey and data entry staff.
- Organisation and training to enable municipal staff to participate in the GIS base mapping preparation, survey and data entry, and to manipulate and produce reports from the databases.

- Arrange office equipments – Computers, software including software for satellite data processing.
- Arrange for all transportation and travelling required for the TA.

8. Payment Schedule

The consultant invoice will be supported by the time sheets at each milestone linked payment, duly verified by the CMO of the concerned ULB:

S. No.	Milestone Linked Payment	Percent of Contract Value
1	Approval of Inception Report (including pilot)	10
2	Submission of GIS base map layers of total wards and base map layers of planning area / urban agglomeration area	5
3	Approval of First Interim Progress Report (completion of 25% of total Wards)	10
4	Approval of Second Interim Progress Report (completion of 50% total Wards)	10
5	Approval of Third Interim Progress Report (completion of 75% total Wards) & Supply of Hardware & Software	15
6	Approval of Fourth Interim Progress Report (completion of 100% total Wards)	10
7	Approval of Draft Final Report	5
8	Approval of Final Report	5
9	Technical Handholding Support & Maintenance for Next 36 Month Approval of Half Yearly Progress Reports (Payment of half yearly Installment)	30 (10+10+10)
Total		100

Note:

1. The fee shall be subject to deduction of Income Tax (TDS) at source.
2. The sixth (final) half yearly progress Report will also include the final documentation of technical handholding support phase.

Attachment 1

Table 1: Geographical Municipal Area

S. No.	District	Name of ULB	Municipal Area (Sqkm)
1	SEONI	SEONI	7.48
2	SEONI	LAKHNADON	17.79
3	CHHINDWARA	AMARWARA	11.98
4	CHHINDWARA	HARRAI	28.85
5	CHHINDWARA	CHOURAI	5.60
6	CHHINDWARA	LODHIKEDA	2.32
7	CHHINDWARA	NEWTON-CHIKLI	4.99
8	CHHINDWARA	MOHGAON	2.32
9	CHHINDWARA	DONGAR-PARASIA	7.24
10	CHHINDWARA	JUNNARDEO-JAMAI	11.42
11	CHHINDWARA	DAMUA	17.07
12	CHHINDWARA	BARKUHI	3.70
13	CHHINDWARA	CHANDAMETA-BUTARIA	6.36
14	BETUL	AMLA	6.38
15	BETUL	BHAINSDEHI	4.00
16	BETUL	ATHNER	4.51
17	BETUL	CHICHOLI	2.68
18	MORENA	PORSA	12.17
19	MORENA	SABALGARH	2.50
20	SHIVPURI	KOLARAS	5.00
21	BALAGHAT	BALAGHAT	19.96
22	BALAGHAT	WARASEONI	19.29
23	BALAGHAT	BAIHAR	27.60
24	BALAGHAT	LANJI	16.98
25	JABALPUR	BHEDAGHAT	16.33
26	JABALPUR	SHAH PURA-JABALPUR	6.66
27	JABALPUR	PATAN	13.06
28	NARSINGHPUR	KARELI	22.00
29	NARSINGHPUR	TENDUKHEDA-NARSINGHPUR	22.00
30	MANDLA	MANDLA	8.37
31	ANUPPUR	ANUPPUR	12.85
32	ANUPPUR	KOTMA	22.08
33	BHOPAL	KOLAR	50.17
34	RAISEN	BEGAMGANJ	18.46
35	RAISEN	BADI	14.00
36	RAJGARH	RAJGARH-RAJGARH	10.56
37	SEHORE	SHAHGANJ	11.35
38	VIDISHA	SHAMSHABAD	3.34
39	ASHOKNAGAR	CHANDERI	2.06

40	ASHOKNAGAR	MUNGAOLI	12.59
41	ASHOKNAGAR	ISAGARH	25.12
42	GUNA	GUNA	37.06
43	GUNA	CHACHAURA BINAGANJ	9.00
44	BARWANI	RAJPUR	2.93
45	DHAR	DAHI	8.12
46	DHAR	MANAWAR	5.62
47	KHARGONE	BADWAH	1.55
48	KHARGONE	MANDLESHWAR	2.32
49	DEWAS	SATWAS	3.73
50	DEWAS	PIPALRAWA	1.78
51	DEWAS	SONKATCH	1.37
52	MANDSAUR	SUWASRA	4.79
53	MANDSAUR	SHAMGARH	3.02
54	MANDSAUR	PIPLIAMANDI	8.85
55	MANDSAUR	MALHARGARH	3.00
56	NEEMUCH	NEEMUCH	13.42
57	NEEMUCH	SINGOLI	9.03
58	DAMOH	HINDORIA	62.12
59	SAGAR	DEORI	5.00
60	TIKAMGARH	PRITHVIPUR	18.74
61	TIKAMGARH	BALDEVGARH	1.95
62	TIKAMGARH	JERON-KHALSA	12.35
63	SATNA	CHITRAKOOT	94.00
64	SATNA	RAMPUR-BAGHELAN	8.20
65	REWA	BAIKUNTHPUR	4.30
66	REWA	SIRMOUR	37.16
67	SIDHI	CHURHAT	23.97

** These are indicative figures. Consultants are expected to collect the recent information from the concerned departments for preparation of the proposals and mention them accordingly in their proposal.*

Attachment 2

Table 2: Population of 2011*

S. No.	District	Name of ULB	Population 2011
1	SEONI	SEONI	102343
2	SEONI	LAKHNADON	17302
3	CHHINDWARA	AMARWARA	14141
4	CHHINDWARA	HARRAI	11000
5	CHHINDWARA	CHOURAI	12956
6	CHHINDWARA	LODHIKHEDA	9950
7	CHHINDWARA	NEWTON-CHIKLI	9840
8	CHHINDWARA	MOHGAON	9909
9	CHHINDWARA	DONGAR-PARASIA	42786
10	CHHINDWARA	JUNNARDEO-JAMAI	22583
11	CHHINDWARA	DAMUA	24663
12	CHHINDWARA	BARKUHI	9895
13	CHHINDWARA	CHANDAMETA-BUTARIA	16497
14	BETUL	AMLA	30215
15	BETUL	BHAINSDEHI	11961
16	BETUL	ATHNER	11915
17	BETUL	CHICHOLI	9282
18	MORENA	PORSA	39669
19	MORENA	SABALGARH	40333
20	SHIVPURI	KOLARAS	19781
21	BALAGHAT	BALAGHAT	84261
22	BALAGHAT	WARASEONI	27494
23	BALAGHAT	BAIHAR	16650
24	BALAGHAT	LANJI	13558
25	JABALPUR	BHEDAGHAT	6657
26	JABALPUR	SHAHPURA-JABALPUR	13601
27	JABALPUR	PATAN	14624
28	NARSINGHPUR	KARELI	29929
29	NARSINGHPUR	TENDUKHEDA-NARSINGHPUR	13077
30	MANDLA	MANDLA	55133
31	ANUPPUR	ANUPPUR	19899
32	ANUPPUR	KOTMA	29704
33	BHOPAL	KOLAR	87882
34	RAISEN	BEGAMGANJ	34031
35	RAISEN	BADI	19603
36	RAJGARH	RAJGARH-RAJGARH	29726
37	SEHORE	SHAHGANJ	8510
38	VIDISHA	SHAMSHABAD	11329
39	ASHOKNAGAR	CHANDERI	33081
40	ASHOKNAGAR	MUNGAOLI	26192

41	ASHOKNAGAR	ISAGARH	12583
42	GUNA	GUNA	180935
43	GUNA	CHACHAURA BINAGANJ	21860
44	BARWANI	RAJPUR	20947
45	DHAR	DAHI	8509
46	DHAR	MANAWAR	30393
47	KHARGONE	BADWAH	26459
48	KHARGONE	MANDLESHWAR	12343
49	DEWAS	SATWAS	14108
50	DEWAS	PIPALRAWA	9652
51	DEWAS	SONKATCH	16545
52	MANDSAUR	SUWASRA	13304
53	MANDSAUR	SHAMGARH	24637
54	MANDSAUR	PIPLIAMANDI	15070
55	MANDSAUR	MALHARGARH	8332
56	NEEMUCH	NEEMUCH	128561
57	NEEMUCH	SINGOLI	9523
58	DAMOH	HINDORIA	16001
59	SAGAR	DEORI	25632
60	TIKAMGARH	PRITHVIPUR	26883
61	TIKAMGARH	BALDEVGARH	9079
62	TIKAMGARH	JERON-KHALSA	9426
63	SATNA	CHITRAKOOT	23316
64	SATNA	RAMPUR-BAGHELAN	13638
65	REWA	BAIKUNTHPUR	10282
66	REWA	SIRMOUR	11878
67	SIDHI	CHURHAT	14962

** These are indicative figures. Consultants are expected to collect the recent information from the concerned departments for preparation of the proposals and mention them accordingly in their proposal*

Tentative Checklist of Deliverables (i.e. Submission of GIS Base Map Layers): GIS – MPHS

S.N.	Outputs, Deliverables & Documentation ⁴	Form (soft copy or hard copy)
1	Satellite Data	
(i)	Procurement of satellite data for Area of Interest (AoI) from National Remote Sensing Centre (NRSC)	a. NRSC order form with AoI and period of interest duly signed by consultants along with AoI Shp b. Confirmation letter of availability of satellite data (product type) for the AoI from NRSC c. Copy of the authorisation certificate for satellite data procurement for the AoI from UADD d. Photocopy of proof of payment made for satellite data to NRSC e. Any other communication related to satellite data procurement.
(ii)	Original satellite data in soft copy (DVD) along with all supporting documentation including invoice etc.	a. Original satellite data in DVDs along with all supporting documentation as received from NRSC. b. Original Invoice of satellite data as received from NRSC.
2	DGPS Report	
(i)	<ul style="list-style-type: none"> ❖ GCPs locations (with marking of specific location of corner on snap shot. ❖ Photograph of location (while observing the reading with instrument), ❖ Coordinates sheet in .xls (UTM & Global) ❖ Certificate from the agency who conducted DGPS DGPS report should include: how geo processing was performed, number of GCPs considered for geo-processing, RMSE report etc.	a. Hardcopy on A0 size & soft copy (in pdf & mxd) of GCP locations – Snapshots including photograph (with description) of location on satellite image. b. GCP Locations (in shp format to be attributed with GCP IDs and their description) c. Raw DGPS data on observations (readings) in .dat or .rinex format d. Processed data in excel format – (2 types of coordinates – UTM and Geographic coordinates) e. Soft copy of processed satellite data after geo-referencing. Certificate from the agency who conducted DGPS including the details of instrument and Calibration Certificate of DGPS device used for survey.
3	Base Map Layers	
(i)	<u>Base Map of Planning Area</u> Agricultural area, forest, vacant land and other key physical features such as water bodies, canals, drains, rivers, major roads, railways, settlements etc. DGPS Planning area and Municipal area boundary	a) Soft copies in shp&dwg files including attributes b) Base Map of Planning area in hard copy of A0 Size Pls use color codes as per T&CP & SoI.
(ii)	<u>City Base Map of Municipal Council Area</u> All major physical features with reference names, such as, main roads, other important roads, railways, airport, cantonment areas, important land-marks (reference names), water bodies, drains, canals, rivers, colony name etc. Municipal area boundary, ward boundaries as approved by the concerned municipal officials. <i>Verification of municipal wards boundaries for the base map preparation</i> <ul style="list-style-type: none"> • Approval letters signed by the concerned tax 	a) Soft copies in shp & dwg files including attributes b) City Base Map in hard copy on A0 Size c) Hard Copies in A3 size for individual ward verified and signed by the concerned tax collector & CMO d) All signed approval letters in hard copy by the Concerned tax collector & CMO

⁴Refer to the Contract Agreement

	collector & CMO • Ward Boundary maps (verified & signed by tax collector & CMO)	
(iii)	Tax Zone Map Tax zones marked on Municipal Council map. Ward boundaries with dotted lines to be marked on the map.	a) Soft copies in shp & dwg files including attributes b) Tax zone map in hard copy on A0 size
(iv)	Property Mapping within Municipal Council Area Plot and Building (structure) and Vacant lands on satellite data (Including property survey sheet at each Milestone). <i>Note: The finalisation of property layers will be done only after the completion of revenue surveys.</i>	a) Plot / Building boundaries marked on the Satellite Image on a suitable scale. (satellite Data on background) b) Soft copies in shp & dwg files including attributes
(v)	Location of Slums within Municipal Council Area Final Slum boundaries including ward boundaries showing notified, non-notified and newly identified slums on GIS base map approved by the concerned municipal officials	1. Soft copies in shp & dwg files 2. Printouts on A3 showing each slum boundary verified & approved by the concerned municipal official 3. Printout on A0 size - Location of all slum boundaries and ward boundaries (in different colors for notified, non-notified and newly identified slum) on Municipal Council Base map. 4. Printout on A0 size - Location of all slum boundaries on satellite image in background.
	Other Maps	

Tentative list of Maps on A0 Size in Color

1. GCP locations on satellite image with clear snapshots and photographs while observing readings.
2. Land use / Land cover map of Planning Area (colors as per T&CP dept)
3. Base Map of Municipal Council Area on satellite image & without satellite image each.
4. Tax zone boundaries marked on City base map (ward boundaries with dotted lines to be marked).
5. Property (Plot / Building) marked on satellite image.
6. Location of all slum boundaries (in different colors for notified, non-notified and newly identified slum) on satellite image.
7. Location of all slum boundaries (in different colors for notified, non-notified and newly identified slum) on GIS City base map

List of Maps in A3 Size Booklet

1. Ward boundaries maps (one ward on each A3 size sheet approved by the concerned MC officials)
2. Slum boundaries maps (one slum on each A3 size sheet approved by the concerned MC official)

Please note: The printed copies shall include standardized cartographic legends (as per SoI, T&CP and NUIS), bar scale, north sign, sheet reference, adjacent map sheet numbers, date of acquisition of satellite data, source of information, title, project logo and display reference names (such as ward no, name of road, name of slum etc) as mentioned in the ToR.

Tentative Checklist of Indicative List for GIS Layers using Satellite Data and its attributes.

S.N .	Geometr y	Data Layers	Name of Shape file	Attributes
1	Polygon	Agricultural Area	AgriculturalArea	Name, Type, Description, Area, Perimeter
2	Point	Airport	Airport	Name, Type, Description, Area, Perimeter
3	Line/Point	Bridge	Bridge	Name, Type, Description
4	Polygon	Built-up Area (R&C)	BuiltupArea	Name, Type, Description, Area, Perimeter
5	Polygon	Canals	Canals	Name, Type, Description, Area, Perimeter
6	Polygon	Cantonment Areas	CantonmentAreas	Name, Type, Description, Area, Perimeter
8	Line	Culvert	Culvert	Name, Type, Description
9	Point	DGPS	DGPS	Latitude, Longitude, Elevation, Name, Type, Description, Hyperlink(Site Photographs), Easting, Northing
11	Line	Drains	Drains	Name, Type, Description, Length
12	Polygon	Forest	Forest	Name, Type, Description, Area, Perimeter, Reserve Forest Area (please specify if reserved Forest)
13	Polygon	Grid	Grid	Name, Type, Description, Area, Perimeter, GridNo
15	Point	Important Land Marks	ImportantLandmarks	Name, Type, Description (Temple, Chhatra, Mosque, Church, Overhead Tank, Fort, Community Hall, Hospital, Health care, Police Station, Rest House, Graveyard, Fort etc.)
16	Polygon	Municipal Area	MunicipalArea	Name, Type, Description, Area, Perimeter, Population, TotalWard, Total Slum
17	Polygon	Municipal Tax Rate Zone Boundary	Municipal TaxRateZoneBoundary	Name, Type, Description, Area, Perimeter
18	Polygon	Municipal Ward Boundary	Municipal WardBoundary	ULBName , WardName, WardNo.,Type, Description, Area, Perimeter
19	Polygon	Municipal Zone Boundary	Municipal ZoneBoundary	Name, Type, Description, Area, Perimeter, ZoneNo.
21	Polygon	Planning Area	PlanningArea	Name, Type, Description, Area, Perimeter, TotalVillage, VillageName
22	Polygon	Plot and Building (Structure)	PlotBuildingStructure	ULBName, WardNo,Slum/NonSlum, UniqueID, ParcelNo

23	Polygon	Plot /Property	Property	Unique ID, ParcelNo, PropertyID, WardNo, ULBName
24	Line	Railways	Railways	Name, Type, Description
25	Polygon	Rivers	Rivers	Name, Type, Description, Area, Perimeter
26	Polygon	Road	Road	Name, Type, Description
27	Line	Road Center	RoadCentre	Name, Type, Description, Length, Width
28	Polygon	Spatial Distribution of Slums	SpatialDistributionofSlums	Name, Type, Description, Area, Perimeter, WardNo, SlumCode
29	Polygon	Urban Agglomeration Area	UrbanAgglomerationArea	Name, Type, Description, Area, Perimeter, TotalVillage, VillageName
30	Polygon	Vacant Lands	VacantLands	Name, Type, Description, Area, Perimeter, UniqueID
31	Polygon	Village Settlement Boundary	VillageSettlementBoundary	Name, Type, Description, Area, Perimeter, TotalVillage, VillageName
32	Polygon	Waste Lands	WasteLands	Name, Type, Description
33	Polygon	Water Bodies	WaterBodies	Name, Type, Description
34	Point	Colony Name	ColonyName	Name, Type, Description, WardNo

Tentative Checklist / Format for Comparison of MPHS and Current MIS/ Property Tax Records

Verified & Approved by

WardNo:

Name of the ULB:

Signature

Seal & Signature

Name of the TC/RO:

Name of the CMO:

	MPHS															MIS / Property Tax Records								To be Filled by TC/RO						
S.N.	GIS Parcel Number	Unique ID	Property in Slum / NonSlum	ULB PIN / Property Tax Number	Head of HH with Fathers Name		Owner's Name	Owner's Name (Hindi)	Address	Total Plot Area (Sq. ft.)	Total Plinth (Sq. Ft)	Total Built-up Area (Sq. ft.)	Vacant Land (Sq. ft.)	Nos of Floor	Property Use	Construction Type	Rent / Own Use	Property Land Ownership	Property in Slum / NonSlum	ULB PIN / Property Tax Number	Owner's name	Address	Total Built-up Area (Sq. ft.)	Vacant Land (Sq. ft.)	Property Use	Construction Type	Rent / Own Use	Property Tax in Rs. (annually)	Status	Remarks
1																														
2																														
3																														
4																														
N																														

Note: Each and every property data output should be submitted in soft & Hard copy (soft copy in CD & Hardcopy report of Comparison Analysis in A-3 size) duly approved by the concerned ULB officer.

Tentative Checklist / Format for Slum ID Generation

S.N.	WardNo.	SlumPocketNo	Name of Slum	Location of Slum	Type of Slum	SlumID	Remarks & Status of slum in field

Note: Above all the information as per mutual agreed with the ULB & Firm. Further use the Unique SlumID for any reference in data.

Tentative Comparison Summary Sheet Ward No.....
Nagar Palika Parishad-----

S.No.	Details	Numbers
1	Total Nos. of GIS Parcel	
2	No. of Properties Surveyed In MPHS (Duplicate +Not found + Refused +Door Locked + UA + OA + Match +New Identified Property + Nos. of Division -- Nos of combination)	
	(a) Non Slum	
	i. Open Plots / Under Construction	
	ii. Governments / Central / State / ULB/ Religious Buildings	
	iii. Other Than (a) and (b)	
	(b) Slum	
	i. Open Plots / Under Construction	
	ii. Governments / Central / State / ULB/ Religious Buildings	
	iii. Other Than (a) and (b)	
3	Total No. of Properties As Per ULB Record (Duplicate +Not found + Refused +Door Locked properties + UA + OA + Match + Total property Divided + Total Property Combined + PNA)	
3.1	No of Properties duplicated in MIS data	
3.2	No of Properties not found in Field	
3.3	Total Properties Considered for Comparison Statement {3- (3.1 +3.2)}	
4	No. of Properties Refused/ Door Locked	
5	Total Number of Under Assessed Properties	
	(a) Under Assessed Properties Below and Equal To 10%	
	(b) Under Assessed Properties Above 10%	
6	Total Number of Over Assessed Properties	
	(a) Over Assessed Properties Below and Equal To 10%	
	(b) Over Assessed Properties Above 10%	
7	Matched / No Change Between Surveyed MPHS Data and MC Record	
8	Total Number of Registered Properties found Division in the field	
9	Total Number of Registered Properties found Combined in the field	
10	Newly Identified Properties / Un-assessed (+)	
11	Total Nos of Divisions found in the field (+)	
12	Total Nos of Combination found in the field (-)	
13	All Governments / Central / State / ULB/ Religious Buildings	
14	No of Properties not assessed in Comparison sheet due Parameter not available (PNA) in ULB MIS Data	
15	Total Nos. of Household in Slum	
16	Un Authorized Water Connections	
17	Un Authorized Commercial Properties	
18	Total Nos. SAF filled	
19	Total Nos. of FGD Done in the ward	

- Note: 1. Complete Comparison sheet of the ward (A-3)
2. Separate list of Duplicate records & Not found in Field
3. Single Page Booklet of MPHS properties.

कार्यालय नगर पालिका परिषद्

क्रमांक

दिनांक

नगर पालिका परिषद् के वार्ड क्रमांक में GIS&MPHS कार्य के अंतर्गत किये जा रहे राजस्व सर्वे का नगर पालिका परिषद् के राजस्व अभिलेख से तुलना में निम्नांकित स्थिति पाई गयी :-

1	वर्तमान में सर्वे के पूर्व से नगर पालिका परिषद् में दर्ज सम्पत्तियों की संख्या	
2	MPHS सर्वे के उपरान्त पाई गई सम्पत्तियों की संख्या	
3	ऐसी सम्पत्तियों की संख्या जो वर्तमान में नगर पालिका राजस्व रिकार्ड में दर्ज नहीं है, अर्थात नई पाई गई सम्पत्तियों की संख्या	
4	ऐसी सम्पत्तियों की संख्या जो नगर पालिका में दर्ज हैं, और MPHS सर्वे में अन्डर असेस पाई गई	
5	ऐसी सम्पत्तियों की संख्या जो नगर पालिका में दर्ज है और MPHS सर्वे में ओवर असेस (सर्वे में क्षेत्रफल कम पाया गया) पाई गई	
6	ऐसी सम्पत्तियों की संख्या जो नगर पालिका के रिकार्ड में दर्ज हैं परन्तु MPHS सर्वे नहीं किया गया है। (Duplicate + Not found + Refused + Door Locked)	
7	ऐसी सम्पत्तियों की संख्या जो नगर पालिका के रिकार्ड में एक दर्ज है परन्तु MPHS सर्वे के दौरान स्थल पर विभाजित पाई गई है।	
8	ऐसी सम्पत्तियों की संख्या जो नगर पालिका के रिकार्ड में एक से ज्यादा सम्पत्तियाँ हैं परन्तु MPHS सर्वे के दौरान स्थल पर एक पाई गई है।	

उपरोक्त आंकड़ों (सर्वे में पाये गये Data) का शत प्रतिशत सत्यापन नगर पालिका परिषद् के द्वारा करा लिया गया है। MPHS सर्वे डाटा में जो भी कमियाँ/त्रुटियाँ सत्यापन के दौरान पाई गई थी। स्थल पर जाकर सत्यापित कर डाटा को सही करा लिया गया है। अब अद्यतन स्थिति के आधार पर डाटा सही पाया गया है। उपरोक्त आंकड़ों (Data) के आधार पर ही अब सम्पत्तिकर का आंकलन कर डिमांड रजिस्टर अपडेट कर सम्पत्तिकर वसूली की जावेगी।

संलग्न :- स्टेज 3 MPHS सर्वे डाटा का नगर पालिका परिषद् के रिकार्ड से की गई तुलना का नगर पालिका परिषद् से संबंधित राजस्व अधिकारी/कर्मचारी द्वारा सत्यापित एवं अनुमोदित आंकड़ों के पत्रक।

मुख्य नगरपालिका अधिकारी
नगर पालिका परिषद्
नाम
(सील)

राजस्व अधिकारी का नाम :

पद नाम :

Tentative Revenue Survey Data Single Page Format

कार्यालय नगर पालिका परिषद्, जिला (मध्य प्रदेश)

फोन: +91

ईमेल:

संपत्ति-कर परिशेख: 1		जोन: जोन-1		वार्ड: राम वार्ड-14									
जी.आई.एस. पार्सल क्रमांक: 1400093		संपत्ति-कर क्रमांक: 1400093001		संपत्ति का प्रकार: नवीन संपत्ति									
1. संपत्ति-कर दाता का नाम:													
2. पिता / पति का नाम:													
3. निकाय में पंजीकृत - संपत्ति-कर क्रमांक, संपत्ति स्वामी का नाम एवं संपत्ति का क्षेत्रफल		क्रमांक	संपत्ति स्वामी का नाम		क्षेत्रफल								
4. संपत्ति का स्वामित्व:													
5. संपत्ति का उपयोग - किराये पर / स्वयं उपयोग / दोनों:		स्वयं उपयोग, स्वयं उपयोग=2898 वर्ग फीट एवं किराये पर=0 वर्ग फीट, कुल/किराये-पर परिवार संख्या: 1/0											
6. संपत्ति का स्थान (मुख्य मार्ग / मुख्य बाजार / अन्य):													
7. संपत्ति के उपयोग (आवासीय / व्यावसायिक / दोनों):													
दोनों, 2-दुकान / कार्यालय / बैंक, आवासीय=2778 वर्ग फीट & व्यावसायिक=120 वर्ग फीट													
8. भूमि / प्लॉट का कुल क्षेत्रफल (वर्ग फीट में):													
9. संपत्ति की कुर्सी / प्लिथ क्षेत्रफल (वर्ग फीट में):													
10. खाली भूमि / प्लॉट क्षेत्रफल (वर्ग फीट में):													
निकाय में पंजीकृत अनुसार=0 वर्ग फीट													
11. खाली भूमि पर संपत्ति-कर में छूट (भूमि/प्लॉट क्षेत्र का % तक):													
आवासीय @ 100%=0 वर्ग फीट / व्यावसायिक @ 0%=0 वर्ग फीट													
12. छूट उपरांत संपत्ति-कर गणना हेतु खाली भूमि का क्षेत्रफल (वर्ग फीट में):													
आवासीय=0 वर्ग फीट / व्यावसायिक=0 वर्ग फीट													
13. व्यावसायिक/औद्योगिक उपयोग हेतु खुली भूमि का क्षेत्रफल (वर्ग फीट में):													
आवासीय-स्वयं उपयोग: 0, आवासीय-किराये पर: 0, व्यावसायिक-स्वयं उपयोग: 0 & व्यावसायिक-किराये पर: 0													
14. संपत्ति की कुल निर्माण / निर्मित क्षेत्र (वर्ग फीट में):													
निकाय में पंजीकृत अनुसार=0 वर्ग फीट													
15. निर्माण का वर्ष:													
2-1900 और 1997 के बीच													
16. संपत्ति के निर्मित क्षेत्र का विवरण (वर्ग फीट में):													
तल/फ्लोर	पक्का		आंशिक पक्का				कच्चा				योग		
	आवासीय		व्यावसायिक		आवासीय		व्यावसायिक		आवासीय			व्यावसायिक	
	स्वयं के उपयोग में	किराये पर	स्वयं के उपयोग में	किराये पर	स्वयं के उपयोग में	किराये पर	स्वयं के उपयोग में	किराये पर	स्वयं के उपयोग में	किराये पर		स्वयं के उपयोग में	किराये पर
भूतल													
प्रथम													
योग													
संपत्ति का उपयोग	(संपत्ति क्षेत्र) × (परिशेख-1 के लिए निर्धारित दर)				वार्षिक भाड़ा मूल्य	रखरखाव के लिए छूट 10 %	शुद्ध वार्षिक भाड़ा मूल्य	शुद्ध वा. भा. मूल्य पर संपत्ति-कर @10%	आवासीय भवन स्वयं के उपयोग पर छूट @50%	देय संपत्ति-कर			
	पक्का	आंशिक पक्का	कच्चा	खाली भूमि									
आवासीय-स्वयं उपयोग													
व्यावसायिक-स्वयं उपयोग													
वार्षिक भाड़ा मूल्य राशि रु. 41532/-	शुद्ध वार्षिक भाड़ा मूल्य राशि रु. 37379/-				देय संपत्ति-कर(यदि वा. भा. मूल्य >= 4800) रु. 1988/-								
1. देय संपत्ति-कर: रु. 1988/-													
2. सामान्य समेकित कर (@ रु. 300/- नगर परिषद् द्वारा निर्धारित): रु. 300/-													
3. अतिरिक्त समेकित-कर (देय संपत्ति-कर का 0%): रु. 0/-													
4. सामान्य जल प्रभार (@ रु. 0/- नगर परिषद् द्वारा निर्धारित): रु. 0/-													
5. अतिरिक्त जल प्रभार (देय संपत्ति-कर का 0%): रु. 0/-													
6. शिक्षा उपकर (शुद्ध वा. भा. मूल्य का 1%): रु. 374/-													
7. नगर विकास उपकर (शुद्ध वा. भा. मूल्य का 1%): रु. 374/-													
कुल देय राशि: रु. 3036/-													

इस प्रारूप को केवल संपत्ति-कर की निर्धारण/गणना के लिए बनाया गया है। यह प्रारूप संपत्ति-कर दाता को संपत्ति के स्वामित्व का अधिकार नहीं देता है।

Multi Purpose Household Survey Questionnaire

Component A: Revenue Survey

One questionnaire to be completed for each individually-owned property unit
(House, flat, apartment block, multi-use building)

Property : Slum / Non Slum		Slum ID :(as per defined by UADD)	
State	MP	Ward No.	
District		Parcel No	
ULB Name		Property No	
Zone No.		Photograph No.:	

Questionnaire No:	
A.	General details of the Property
1	Name of the Respondent: Mr./Mrs./Ms
1.1	Relation of respondent with the owner
2	Name of Property Owner Mr./Mrs./Ms
3	Father/Husband Mr./Mrs./Ms
4	Address House/Plot/Building/Apartment No Street No Colony / Mohallah City PIN Telephone/Mobile No
5	Current Tax Rate Zone
5.1	Property Tax No.....(as per ULB record)
6	Property Ownership (Tick as appropriate) <div style="display: flex; justify-content: space-between;"> <div> 1. Individual (single/Joint) 2. Limited Company 3. Firm/trust/society 4. Central Government </div> <div> 5. State Government 6. Municipal Council 7. State Undertaking 8. Lease 9. Other (please specify): </div> </div>
7	Situation: 1. Main Road 2. Main Market 3. Any other Location
8	Is the property used for residential purpose alone <div style="text-align: center;"> Yes No Mix </div>
9	How many households, including your own, live in this property
10	If No/Mix Use, please indicate code number of use (see code below): Code: 01-Restaurants/Lodging Houses 02-Shops/Office/Bank 03-Commercial Complex (Shopping Mall, Trade Centre etc.) 04-Clinic/Nursing Home/Health 05-Diagnostic Centres /Care Establishments 06-Educational Institutions 7-Industries/Factories 08-Religious/Charitable Institution 09-Other Use (specify.....)

11	Type of Construction 1. Roofs made of RCC, RBC, Stone 2. Roofs made of sheets of cement, iron, tiles 3. Kutcha	
12	Year of construction 1. After 1997 2. Between 1900 & 1997 3. Prior to 1900	
13	1.Area of Land, Total Plot size (sq ft)	
	2. Plinth area of property	
	3.Vacant land area (1-2) sq ft.	

14	Details of Constructed Area									
Floor	Total Area (Sq ft)	Type of Construction	Residential		Commercial			Other Specify		
			Self Occupied	Rented	Self use	Rental	Nature of use (code in 10)	Self use	Rental	Nature of use (code in 10)
Vacant Land		Vacant								
		Under Construction								
Basement		Roofs made of RCC, RBC, Stone								
Ground		Roofs made of RCC, RBC, Stone								
		Roofs made of sheets of cement, iron, tiles								
		Kutcha								
1st Floor		Roofs made of RCC, RBC, Stone								
		Roofs made of sheets of cement, iron, tiles								
		Kutcha								
2nd Floor		Roofs made of RCC, RBC, Stone								
		Roofs made of sheets of cement, iron, tiles								
		Kutcha								
3rd Floor		Roofs made of RCC, RBC, Stone								
		Roofs made of sheets of cement, iron, tiles								
		Kutcha								
4th Floor		Roofs made of RCC, RBC, Stone								
		Roofs made of sheets of cement, iron, tiles								
		Kutcha								
Total (Built-up)										

15	Are you (as a property owner) entitled to any Concession (section 136) Yes /No If no skip to Q 20 1. Freedom Fighter 2. Retired from Armed Forces 3. Mentally retarded 4. Abandoned Women 5. Widow 6. Other eligibility (Specify) <i>We have added Y/N as answer and skip if the answer of this question is NO</i>
C	Water Supply
16	Do you have a in-house municipal water supply connection: Yes/No

17	If yes, service connection Number: #
18	If yes, Number of connections & diameter of the service line
	1. # Number
	2. Diameter of the service line size: inches
19	Type of use: 1. Domestic 2. Commercial 3. Others
D	Sanitation
20	<i>If you have a toilet in the house, what kind is it</i> 1. connected to municipal sewer system 2. connected to the septic tank 3. connected to surface drains 4. pour flush pit latrine 5. dry/ bucket latrine 6. no toilet
E	Solid Waste Management
21	Door to Door Collection : Yes/No <i>If Yes then by:</i> 1. Municipal Authority 2. Colonizer 3. Mohalla Samiti 4. Any Other (Please Specify): NGO's or Private party etc.

*Survey Result:

1. Completed, 2. Not at Home, 3. Postponed, 4. Refused, 5. Partly Completed, 6. Other (Specify)

Signature
Property Owner / Respondent (*if Owner is not available*)

Signature of the Surveyor

Hand Property Schetch Map

with

Dimension Floor wise

Signature of the Municipal Staff accompanying Survey Team

Annexure-I**DETAILED SLUM SURVEY****(Enclose Map of the Slum being surveyed)****I. BASIC INFORMATION ON SLUM****1. Name of Slum****1a. Slum Code**

[A three digit unique code to be generated by the ULB]

2. Location – Ward No/Name**3. Age of Slum in Years****4. Area of Slum (Sq. metres)****5. Whether located in Core City/Town or Fringe area**

Core City/Town - 01, Fringe Area -02

6. Type of Area surrounding Slum

Residential - 01, Industrial - 02, Commercial – 03, Institutional– 04, Other – 49

7. Physical Location of Slum

Along Nallah (Major Stormwater Drain) – 01, Along Other Drains - 02, Along Railway Line - 03, Along Major Transport Alignment – 04, Along River / Water Body Bank – 05, On River/ Water Body Bed – 06, Others (Hazardous or Objectionable) – 07, Others (Non- Hazardous/Non-objectionable) – 08]

8. Is the Slum Notified/Declared? Yes – 01, No-02**9. If Yes (01) in 8, state Year of Notification****II. LAND STATUS****10. Ownership of Land where Slum is located**

Public: Local Body -01, State Government - 02, Railways - 03, Defense - 04, Airport - 05, Government of India other than Railways, Defense or Airport – 06; Private – 07, Others – 49, Not known – 99.

11. Please specify Ownership of Land

(To whom land belongs)

III. DEMOGRAPHIC PROFILE**12. Population & Health**

	SCs	STs	OBCs	Others	Total	Minorities (out of total)
Total Population in Slum						
BPL Population in Slum						
No. of Households in Slum						
No. of BPL Households						

No. of Women-headed Households						
No of Persons older than 65 Years						
No of Child Labourers						
No. of Physically Challenged Persons						
No. of Mentally Challenged Persons						
No. of Persons with HIV-AIDs						
No. of Persons with Tuberculosis						
No. of Persons with Respiratory Diseases including Asthma						
No. of Persons with Other Chronic Diseases						

13. Literacy - Education

	SCs	STs	OBCs	Others	Total	Minorities (out of total)
Total No of Illiterate Persons						
No. of Male Illiterate						
No. of Female Illiterate						
No. of BPL Illiterate Persons						
No. of Male BPL Illiterate						
No. of Female BPL Illiterate						
School Dropouts – Male (No.)						
School Dropouts – Female (No.)						

IV. HOUSING STATUS**14. Dwelling Units Structure**

	Pucca (No.)	Semi-Pucca (No)	Katcha (No.)	Total (No.)
Dwelling Units				
With Electricity				

15. Land Tenure Status

	With Patta	Possession Certificate/ Occupancy Right	Encroached - Private Land	Encroached - Public Land	On Rent	Other	Total

Dwelling Units Nos.							
------------------------	--	--	--	--	--	--	--

V. ECONOMIC STATUS OF HOUSEHOLDS

16. Economic Status (Monthly income of HHs)

	Monthly Income					
	Less than Rs. 500	Rs.500 – Rs.1000	Rs.1000– Rs.1500	Rs.1500 – Rs 2000	Rs.2000- Rs.3000	More than Rs.3000
No. of Households						

VI. OCCUPATION STATUS OF HOUSEHOLDS

17. Occupational Status

	Self-employed	Salaried	Regular wage	Casual labour	Others
No. of Households					

VII. ACCESS TO PHYSICAL INFRASTRUCTURE

18a. Source of Drinking Water (No. of HHs covered)

Source	Individual tap	Public tap	Tubewell/ Borewell/ Handpump	Open well	Tank/ pond	River/ Canal/ Lake/ Spring	Water Tanker	Others
No. of Households using								
Existing Situation	No. of individual taps	No. of public taps	No. of tube wells / bore wells/ hand pumps	Duration of water supply (less than 1 hour-01 daily, 1-2 hrs daily-02, more than 2 hrs daily - 03, once a week - 04, twice a week – 05, not regular - 06, no supply - 99)				
Existing Situation								

18b. Connectivity to City-wide Water Supply System

Is the slum connected to city-wide water supply trunk systems:

Fully connected 01, Partially connected 02, Not connected 03

19a. Drainage & Sewerage Facility

19b. Connectivity to City-wide Storm-water Drainage System

Is the slum connected to city-wide storm-water drainage systems?

Fully connected 01, Partially connected 02, Not connected 03

19c. Connectivity to City-wide Sewerage System

Is the slum connected to city-wide trunk sewerage systems?

Fully connected 01, Partially connected 02, Not connected 03

19d. Whether the Slum is prone to flooding due to rains:

Not prone - 01, Upto 15 days – 02, 15-30 Days – 03, More than a Month - 04

20. Sanitation

No. of H.Hs	Latrine Facility used by the households									
	Public/Community Latrine			Shared Latrine			Own Latrine			Open Defecation
	Septic tank/ flush	Service latrine	Pit	Septic tank/ flush	Service latrine	Pit	Septic tank/ Flush	Service latrine	Pit	Open Defecation

21. Solid Waste Management**21a. Frequency of Garbage Disposal**

Daily – 01, Once in 2 days - 02, Once in a week - 03, Once in 15 days - 04, No collection - 99

21b. Arrangement for Garbage Disposal

Municipal staff – 01, Municipal Contractor – 02, Residents themselves – 03, Others – 04, No arrangement - 99

21c. Frequency of Clearance of Open Drains

Daily – 01, Once in 2 days - 02, Once in a week - 03, Once in 15 days - 04, No clearance – 99

22. Approach Road/Lane/Constructed Path to the Slum

Motorable pucca -01, Motorable katcha -02, Non-motorable pucca -03, Non-motorable kaccha-04

23. Distance from the nearest Motorable Road

Less than 0.5 kms -01, 0.5 to 1.0 km.-02, 1.0 km to 2.0 km. -03, 2.0 km to 5.0 km. – 04, more than 5.0 km-05

24. Internal Road

Motorable pucca-01, Motorable kutchka-02, Non-motorable pucca-03, Non-motorable katcha-04

25. Whether Street light facility is available in the Slum

(Yes- 01, No- 02)

VIII. Education Facilities

Please use the following codes for the information being collected in 26 to 30

Within the slum area - 01, Outside the slum area: with distance Less than 0.5 kms - 02, 0.5 to 1.0 km.- 03, 1.0 km to 2.0 km. - 04, 2.0 km to 5.0 km. -05, more than 5.0 km-06

26. Pre-primary School:

a. Anganwadi under ICDS

If 01, then number

b. Municipal pre-school

If 01, then number

c. Private pre-school

If 01, then number

27. Primary School:

a. Municipal

If 01, then number

b. State Government

If 01, then number

c. Private

If 01, then number

28. High School

a. Municipal

If 01, then number

b. State Government

If 01, then distance (code)

c. Private

If 01, then number

29. Adult Education Centre

If 01, then number

30. Non-formal Education Centre

If 01, then number

IX. Health Facilities

31. Existence of Health Facilities:

Within the slum area - 01,

Outside the slum area: with distance Less than 0.5 kms -02, 0.5 to 1.0 km.- 03, 1.0 km to 2.0 km. - 04, 2.0 km to 5.0 km. -05, more than 5.0 km-06

Urban Health Post

Primary Health Centre

Government Hospital

Maternity Centre

Private Clinic

Registered Medical Practitioner (RMP)

Ayurvedic Doctor/Vaidya

X. Social Development/Welfare

32. Availability of Facilities within Slum:

Specify Number: 0, 01, 02, 03

Community Hall

Livelihood/Production Centre

Vocational training/Training-cum-production Centre

Street Children Rehabilitation Centre

Night Shelter

Old Age Home

33a. Old Age Pensions (No. of Holders)

33b. Widow Pensions (No. of Holders)

33c. Disabled Pensions (No. of Holders)

33d. General Insurance (No. covered)

33e. Health Insurance (No. covered)

34. Self Help Groups/DWCUA Groups in Slum

Specify Number: 0, 01, 02, 03

35. Thrift and Credit Societies in Slum

Specify Number: 0, 01, 02, 03

36a. Slum-dwellers Association [Yes- 01, No- 02]

36b. Youth Associations

Specify Number: 0, 01, 02, 03

36c. Women's Associations/ Mahila Samithis

Specify Number: 0, 01, 02, 03

XI. Additional Infrastructure Requirement**(To be filled up with the help of Municipal Engineer/Executive Officer and approved)**

Item	Existing	Additional Requirement	Estimated Cost
Water Supply			
Pipelines (Rmts)			
Individual Taps (Nos.)			
Borewells (Nos.)			
Connectivity to Trunk Lines (Rmts)			
Drainage/Sewerage			
Stormwater Drainage (Rmts.)			
Connectivity to Main Drains (Rmts.)			
Sewer Lines (Rmts)			
Connectivity to Trunk Sewers (Rmts)			
Roads			
Internal Roads – CC (Rmts)			
Internal Roads – BT (Rmts.)			
Internal Roads – Others (Rmts)			
Approach Roads – CC (Rmts)			
Approach Roads – Others (Rmts)			
Street Lighting			
Street Light Poles (Nos.)			
Street Lights (Nos)			
Sanitation			
Individual Toilets (Nos)			
Community Toilets (Nos)			
Seats in Community Toilets (Nos.)			
Dumper Bins (Nos)			
Community Facilities			
Community Halls (No of Rooms)			
Livelihood / Production Centres (No of Rooms)			
Anganwadis /Pre-schools (No of Rooms)			
Primary Schools (No of Class Rooms)			
Health Centres (No. of Rooms)			
Others (Specify)			

Annexure-II

DETAILED HOUSEHOLD SURVEY

I. GENERAL INFORMATION

1. Name of Slum

2. Location - Ward No/Name

3. House/Flat/Door No.

II. HOUSEHOLD LEVEL GENERAL INFORMATION

4. Name of head of the family

5. Father's name

6. Sex [Male: 01, Female: 02]

7. Caste

[General-01, SC-02, ST-03, OBC-04]

8. Religion

[Hindu-01, Muslim-02, Christian-03, Sikh-04, Jainism-05, Buddhism- 06, Zoroastrianism-07, Others-49]

9. Minority status (in State/UT)

[Non-minority-01, Minority- 02]

10. If female-headed household then status of female head

Married-01, Widowed-02, Abandoned/Single-03

Divorced-04, Unwed mother-05, Other-49

11. Number of family members

Male

Female

Total

12. Number of illiterate adult members

(Age more than 14 years)

Male

Female

Total

13. Number of children in age-group

6-14 not attending school

Male

Female

Total

14. Number of handicapped persons

Physically

Mentally

Total

15. If, major earning member is female, whether

Married-01, Widowed-02, Abandoned/Single-03

Divorced-04, Unwed mother-05, Other-49

16. Is your family below poverty line?

Yes-01, No-02, Don't know-99

17. If 01 in 16, does the family possess BPL card?

Yes-01, No-02

III. HOUSEHOLD LEVEL DETAILED INFORMATION

18. Land tenure status

[Patta-01, Possession Certificate/Occupancy Right-02,

Private Land Encroached -03, Public Land Encroached -04

Tented – 05, Other-49]

19. Type/structure of the house

[Pucca-01, Semi-Pucca-02, Katcha-03]

20. Type of roof

[Grass/thatched-01, Tarpaulin-02, Wooden -03,

Asbestos-04, Tiled-05, Cement/Slab-06, Other- 49]

21. Type of flooring

[Mud-01, Brick-02, Stone-03, Cement-04, Tiles-05, Other-49]

22. House lighting

[Electricity connection-01, Kerosene-02, Firewood-03, Other-49]

23 Fuel for cooking

[Gas-01, Electricity-02, Kerosene-03, Charcoal-04, Firewood-05, Other-49]

24a Source of drinking water

[Within premises- Tap-01, Tubewell/handpump-02, Open well-03]

[Outside premises- Public tap-04, Tube well/Bore well/Hand pump-05, Open well–

06, Tank/pond-07, River/Canal/Lake/Spring -08, Water tanker–09, Other-49]

24b If piped water supply then duration

[Duration of water supply: Less than 1 hour daily -01, 1-2 hrs daily-02, more than 2 hrs daily - 03, once a week - 04, twice a week – 05, not regular - 06, no supply - 99]

25. If outside premises, then distance from drinking water source

[Less than 0.5 kms -01, 0.5 to 1.0 km.-02, 1.0 km to 2.0 km. - 03,

2.0 km to 5.0 km. -04, more than 5.0 km.-05]

26. Existence of toilet facility

[Own septic tank/flush latrine-01, Own dry latrine-02, Shared

septic tank/flush latrine - 03, Shared dry latrine-04, Community

septic tank/flush latrine-05, Community dry latrine-06, Open defecation-07]

27. Bathroom facility

[Within premises -01, Outside premises-02, Community bath -03

No bathroom-04)

28. Road in front of house

[Motorable pucca -01, Motorable katcha -02,
Non-motorable pucca -03, Non-motorable katcha-04]

29. Type of pre-school available

[Municipal - 01, Government - 02, Private-03]

30. Type of primary school available

[Municipal - 01, Government - 02, Private-03]

31. Type of high school available

[Municipal - 01, Government - 02, Private-03]

32. Type of health facility access

[Primary Health Centre – 01, Government Hospital-02

Maternity Centre-03, Private Clinic-04, RMP-05, Ayurvedic Doctor/Vaidya-06]

33. Access to welfare benefits by any family member

[Old Age Pension – 01, Widow Pension – 02, Disabled Pension – 03

Health Insurance – 04, General Insurance – 05, Other – 49]

34. Consumer Durables [Yes-01, No-02]

- Electric Fan
- Refrigerator
- Cooler
- Residential Telephone
- Mobile Phone
- B/W Television
- Colour Television
- Sewing Machine
- Furniture
- Bicycle
- Rickshaw
- Push Cart
- Bullock Cart
- Two Wheeler
- Three Wheeler
- Taxi
- Car

35. Live Stock [Yes-01, No-02]

- Buffalo
- Cow
- Sheep/Goat
- Pig
- Hen/Cock
- Donkey

IV. MIGRATION DETAILS OF HOUSEHOLD, *If applicable*

36. Number of Years of Stay in this Town/City

- 0 to 1 year -01,
- 1 to 3 years- 02,

- 3 to 5 years- 03,
- More than 5 years-04

37a. Migrated [Yes-01, No-02]

37b. Whether Migrated from:

[Rural Area to Urban Area: 01, Urban Area to Urban Area: 02]

38. Migration Type [Seasonal-01, Permanent-02]

39. Reasons for Migration

Unemployment-01, Low wage-02, Debt-03, Drought-04
Conflict-05 ,Education -06 ,Marriage-07, Others-49

IV. INCOME-EXPENDITURE DETAILS OF HOUSEHOLD

40. Number of earning adult members

Male

Female

Total

41. Number of earning non-adult members

Male

Female

Total

42. Average monthly income of household (in Rs.)

43. Average monthly expenditure of household (in Rs.)

44. Debt outstanding as on date of survey (in Rs.)

45. Signature/Thumb Impression of Head of Household

Annexure-III**DETAILED LIVELIHOODS SURVEY****I. Details of Earning Members of the Household****1. Earning Members:****1a: General Details**

Sl. No.	Name	Relation to Head of Family	Age	Sex (code)	Caste (code)	Religion (code)
1	2	3	4	5	6	7

Sex (Code): Male: 01, Female: 02

Caste (Code): General-01, SC-02, ST-03, OBC-04

Religion (Code): Hindu-01, Muslim-02, Christian-03, Sikh-04, Jainism-05, Buddhism-06, Zoroastrianism-07, Others-49

1b: Education & Training

Educational Qualification (Code)	Skill Training Acquired (Code)	Type of institution from whom skill training received (Code)
8	9	10

Educational qualification (Code): No education – 01, Primary school – 02, Middle school – 03, Matriculate – 04, Certificate – 05, Diploma – 06, Graduate – 07, Post-graduate – 08, Technical (e.g. Engineering) – 07, Any Other - 49

Skill training acquired (Code): Pre-employment Training – 01, In-Service Training – 02, Skill Upgradation – 03, Apprenticeship – 04, Soft Skills/Life Skill Programme - 05, Entrepreneurship - 06, Hereditary-07, Any Other – 49, No skills training – 99

Type of institution from which skills training acquired (Code): ITI – 01, Polytechnic – 02, Vocational schools – 03, Technical Schools/Institutes – 04, Any Other – 49

1c: Employment & Earnings

Employment status (Code)	Place of work (Code)	Time of work (Code)	Monthly earning (Code)
11	12	13	14

Employment status (Code): Self-employed (01), Salaried (02), Regular wage ((03), Casual labour (04), Others (05)

Place of work (Code): Within the slum area – 01, Outside the slum area: within distance Less than 0.5 kms - 02, 0.5 to 1.0 km.- 03, 1.0 km to 2.0 km. - 04, 2.0 km to 5.0 km. - 05, more than 5.0 km-06

Time of work (Code): Whole day- 01, Half day-02, Part time-03, 3 Months in a year- 04, 6 Months in a year-05, Whole year-06

Monthly earning (Code): Less than Rs. 500 – 01, 500 to 1000 – 02, 1000 to 1500 – 03, 1500 to 2000 – 04, 2000 to 3000 – 05, More than 3000 - 06

2. Source of earning/ livelihood (code):

Male earners: Primary occupation

Secondary occupation

Female earners: Primary occupation

Secondary occupation

Unskilled Labour: Agriculture/horticulture - 01, Hawking/street vending - 02, Domestic servant - 03, Sanitation worker- 04, Rigpicker - 05, Watchman - 06, Construction worker - 07, Industrial worker - 08, Contract worker - 09, Casual Labourer - 10.

Skilled Labour: Electrician -11, Electronics gadget repairing – 12, Plumbing – 13, Tailoring - 14, Weaving – 15, Artisan / craftsman/ handicraft and cottage based production work -16, Beautician, hairdressing & related work – 17, Driving – 18, Auto repair/motor mechanic work –19, Mechanical engineering related works – 20, Chemical engineering related works – 21, Shoe-making/leather-related work - 22, Photography and related work – 23, Work related to childcare, nutrition, pre-schools and crèche-24, Health and paramedical services related work - 25, Office related work – 26, Printing related work - 27, Hotel and restaurant related work - 28, Tourism related activity - 29, Security-related work – 30, Computer-related work – 31, Creative arts / artists – 32, Laundry related work - 33, Toy-making - 34, Candle-making - 35, Artificial jewellery -36, Embroidery/kitting - 37, Cooking-38, Bakery - 39, Mason - 40, Carpenter-41, Painter-42 Food processing/preservation-43

Other Profession: Petty trader-44, Rickshaw puller – 45, Cycle-rickshaw driver-46, Pushcart driver-47, Auto Rickshaw driver - 48, Retail sale – 49, Pig/Poultry/ Cow/Buffalo rearing -50, Others - 99

3. Main Reason for Unemployment of Unemployed Member of the Household (Code):

Illiterate - 01, Lack of vocation skill - 02, Lack of job opportunity - 03, Disability - 04, Low wage-05, Lack of capital to invest-06, Loss of earlier job-07, Closure of unit-08, Lack of work in the enterprise (for self-employed person) - 09, Lack of work in the area (for casual labour)-10, Lay-off without pay-11, Employer harsh-12, Health hazard-13, Other - 49

4. Preferred Area for Training/Skill Enhancement (Code)

Male earners: For Primary occupation
For Secondary occupation

Female earners: For Primary occupation

For Secondary occupation

Mechanical engineering trades-01, electrical and electronic engineering trades-02, computer trades-03, civil engineering and building construction related works-04, chemical engineering trades-05, leather related work-06, textile related works-07, catering, nutrition, hotel and restaurant related work-08, artisan/craftsman/handicraft and cottage based production work-09, creative arts/artists-10, agriculture and crop production related skills and food preservation related work-11, non-crop based agriculture and other related activities-12, health and paramedical services related work-13, office and business related work-14, driving and motor mechanic work-15, beautician, hairdressing & related work-16, work related to tour operators/travel managers-17, photography and related work-18, work related to childcare, nutrition, pre-school and crèche-19, journalism, mass communication and media related work-20, printing technology related work-21, Tailoring /weaving – 22, Entrepreneurship Development Programmes-23, other-49

5. Suggestions regarding imparting of Training/Skill Enhancement programmes

6. Suggestions regarding post-Training/Skill Enhancement programmes – Self
Employment, Market-based Employment etc.

Annexure E: Standard Contract Document

Section 1: Form of Contract

CONTRACT FOR: *[Insert Title of Consulting Services]*

CONTRACT *[Please insert project number]*

NUMBER:

THIS CONTRACT is made

BETWEEN: *[insert Client]* (hereinafter referred to as 'the Client')

AND: *[name of Consultant – this should be the lead firm in case of association. IN case of JV, all partners should be mentioned]* (hereinafter referred to as 'the Consultant')

[Please insert the name of the Consultant's representative and communication address of the Consultant]

WHEREAS:

- A. the Client requires the Consultant to provide the services as defined in Section 4 ('the Services') to the Commissioner, UADD, Government of Madhya Pradesh ('the Client'); and**
- B. the Consultant has agreed to provide the Services on the terms and conditions set out in this Contract.**

IT IS HEREBY AGREED as follows:

1. Documents

This Contract comprises the following documents:

Section 1: Form of Contract

Section 2: General Conditions

Section 3: Special Conditions

Section 4: Terms of Reference

Section 5: Schedule of Prices

Section 6: Format for invoice

Section 7: Performance Guarantee

Section 8: Format for Undertaking form Firm.

Annexes: Detailed at Special Conditions of Contract, Clause 2.

This Contract constitutes the entire agreement between the Parties in respect of the Consultant's obligations and supersedes all previous communications between the Parties, other than as expressly provided for in Section 3 and/or Section 4.

2. Contract Signature

If the Original Form of Contract is not returned to the Contract Officer (as identified in Section 3) duly completed, signed and dated on behalf of the Consultant within 30 days of the date of signature on behalf of the Client, Client, or participating ULBs will be entitled, at its (their) sole discretion, to declare this Contract void.

No payment will be made to the Consultant under this Contract until a copy of the Form of Contract, signed on behalf of the Consultant, is returned to the Contract Officer.

3. Commencement and Duration of the Services

The Consultant shall start the Services on *[insert start date]* ('the Start Date') and shall

complete them by *[insert end date]* ('the End Date') unless this Contract is terminated earlier in accordance with its terms and conditions.

4. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed *[insert total amount in numbers and words]* inclusive of service tax and all other applicable government taxes – national and state, as applicable ('the Financial Limit').

5. Time of the Essence

Time shall be of the essence as regards the fulfilment by the Consultant of its obligations under this Contract.

6. Penalty

1% penalty of the contract value of the concerned ULB may be imposed for every month of delay or part thereof after the end date of the tenure of the contract Implementation period. Maximum penalty will be 6% of the contract value of the concerned ULB.

For and on behalf of Client

Name:

Date:

For and on behalf of Consultant

Name:

Date:

Witness 1

Name:

Date:

Address:

Witness 2

Name:

Date:

Address:

Section 2: General Conditions of Contract

DEFINITIONS AND INTERPRETATION

1. Definitions

- A Consultant means a natural person, private entity, government-owned entity or any combination of these, with a formal intent to enter into an agreement or an existing agreement in the form of a Joint Venture
- ‘the Consultant’s Representative’ means the person named in Section 3 who is responsible for all contractual aspects of the Contract on behalf of the Consultant.
- ‘the Consultant’s Personnel’ means any person instructed pursuant to this Contract to undertake any of the Consultant’s obligations under this Contract, including the Consultant’s employees, agents and sub-consultants.
- “Joint Venture” means a Consultant which comprises of not more than three Partners each of whom will be jointly and severally liable to the Client for all the Consultant’s obligations under the Contract.
- ‘the Client’s Representative’ means any entity appointed by the Client to act on the Client’s behalf with regard to procurement and/or management of this Contract.
- the ‘Equipment’ is defined as a tangible, non-expendable property having an anticipated life of two years or more with a unit acquisition cost of Rs.10,000 or greater. Equipment includes, but is not limited to, computers, other electronic items, furniture, scientific apparatus, machinery, reference material, vehicles, as may be required for the implementation of the Services, which the Consultant cannot reasonably be expected to provide, and which are financed or provided by the Client for use by the Consultant.
- ‘The Financial Limit’ refers to the amount specified in Section 1 and is the maximum amount payable by the Client under this Contract. Including Govt Taxes as applicable from time to time.
- ‘the Services’ means the services set out in the Terms of Reference(Section 4).
- ‘the Software’ means the software designed and developed by the Consultant or the Consultant’s Personnel, and includes the source code and object code along with associated documentation, which is the work product of the development efforts envisaged in the Terms of Reference. It does not include commercial off-the-shelf licensed software (except for the customisation components of such products).
- ‘the Project Officer’ means the person named in Section 3 who is responsible for issuing instructions and dealing with all correspondence in connection with the technical aspects of the Contract.
- ‘the Contract Officer’ means the person named in Section 3 who is responsible for all contractual aspects of the Contract, and to whom invoices should be sent.
- ‘the Officer in Charge for ULB means the person named in Section 3 who is responsible for ensuring coordination between the city, the Consultant, and UAD for the execution of the Services.
- ‘Contract Documents’ means the documents listed in the Contract Agreement, including any amendments thereto.

- 'Contract Fees' means the Fees payable to the Consultant as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- 'Contract' means the Contract Agreement entered between the Client and the Consultant, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- 'GCC' means General Conditions of the Contract.
- 'SCC' means the Special Conditions of Contract.
- 'Change in Control' means that the person(s) (including corporate bodies) directly or indirectly in control of the Consultant at the time this Contract is entered into cease to be in control.
- 'Control' means the power of a person to ensure that the affairs of the Consultant are conducted in accordance with the wishes of that person.

2. Interpretation

- 2.1. In the event of any inconsistency between the Form of Contract (Section 1), these General Conditions (Section 2) and the Special Conditions (Section 3), the Special Conditions shall prevail.
- 2.2. Except as expressly provided in Clause 3 the Consultant is not the agent of the Client and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of the Client in any respect.
- 2.3. Nothing in this Contract is intended to make nor shall it make the Client the employer of the Consultant or any of the Consultant's Personnel.
- 2.4. All communications by the Consultant relating to notifications or applications for consents or instructions must be addressed to the Client Contract Officer whose name and address are given in Section 3.

OBLIGATIONS OF THE CONSULTANT

3. Obligations

- 3.1. The Consultant shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards expected from experts.
- 3.2. If the Consultant is a joint venture then each of the joint venture parties shall have joint and several liability in respect of the Consultant's obligations under this Contract.

4. Personnel

- 4.1. All members of the Consultant's Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the Consultant complies with all the Consultant's obligations under this Contract.
- 4.2. No changes or substitutions may be made to members of the Consultant's Personnel identified as key personnel in Section 4 of this Contract without prior written consent of the Client.

- 4.3. Replacement of personnel will only be considered under exceptional circumstances (eg: Death, Prolonged illness and on leaving the company) and will be subject to prior approval by Client. In case the firm makes replacements in any position, the following penalties apply unless otherwise specified in the Special Conditions of the contract:
- On 1st replacement - 1% deduction of total contract value.
 - On 2nd replacement - 2% deduction of total contract value.
- 4.4. If the Client considers any member of the Consultant's Personnel unsuitable, the Consultant shall substitute such member as quickly as reasonably possible without direct or indirect charge to the Client with a replacement acceptable to the Client.
- 4.5. The Consultant is responsible for all acts and omissions of the Consultant's Personnel and for the health, safety and security of such persons and their property.
- 4.6. Whenever required any of the designated Consultant's Personnel may be required to attend meetings with UADD at Bhopal.
- 4.7. Consultant to submit an undertaking (in the prescribed format – section 8) stating that the full time consultants engaged on this contract will not be deployed on any other UADD assignments.
- 4.8. Penalty will be imposed only if delay is on part of the Consultant. Penalty clause will not be applicable if the conditions of delay are beyond the control of the consultant i.e. natural calamities / riots, etc.

5. Sub-Consultants

- 5.1. The Consultant shall not sub-contract any of its obligations under this Contract.

6. Disclosure of Information

- 6.1. The Consultant and the Consultant's Personnel shall not, without the prior written consent of the Client, disclose to any third party any confidential information obtained during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). In addition, no publicity is to be given to this Contract without the prior written consent of the Client.

7. Intellectual Property Rights

- 7.1. Subject to Clause 7.2, all intellectual property rights in material (including but not limited to reports, data, designs whether or not electronically stored, but not including the Software) specially developed by the Consultant or the Consultant's Personnel for the Client or pursuant to the performance of the Services commissioned by the Client, shall be the jointly-owned property of ULB and the Government of Madhya Pradesh, and are hereby assigned by the Consultant to ULB and the Government of Madhya Pradesh.
- 7.2. The Consultant hereby grants to the Client a world-wide, non-exclusive, irrevocable license to use all Software, including source and object code format.
- 7.3. The Consultant undertakes that commercial off-the-shelf licensed software that is not covered by Clause 7.2 will be procured in the name of the Client or in such a manner that it does not interfere with the enjoyment of rights under Clauses 7.1 and 7.2.
- 7.4. To the extent that it does not interfere with rights granted under Clause 7.2, ownership of intellectual property in Software created by the Consultant or the Consultant's Personnel

pursuant to the performance of Services commissioned by the Client shall remain with the Consultant.

- 7.5. For the purpose of Clause 7.2, 'use' shall mean and include reproduction, making of derivatives, adaptations, publications and sub-licensing of all the Software and the intellectual property rights therein, but excludes commercial sub-licensing of the Software or its derivatives and adaptations.

8. Confidentiality

- 8.1. Neither of the Parties shall, without the consent of the other, divulge or suffer or permit its officers, employees, or agents to divulge to any person (other than to any of its or their respective officers or employees who require the same to enable them to properly carry out their duties) any information concerning the operations, contracts, commercial or financial arrangements or affairs of the other Party. Both Parties agree that confidentiality obligations do not apply to:

- a) Information that is already known to third parties without breach of this Contract; and
- b) Information that is required to be disclosed by an order of a court of competent jurisdiction or an appropriately empowered public authority, or as a result of an obligation arising under the Right to Information Act or other public disclosure law.

9. Access and Audit

- 9.1. The Consultant shall keep accurate and systematic accounts, files and records ('the Records'). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the Consultant shall keep the Records throughout the duration of this Contract and for seven years following its termination.
- 9.2. The Consultant shall upon request provide the Client or its representatives or audit officials unrestricted access to the Records in order that the Records may be inspected and copied. The Consultant shall co-operate fully in providing to the Client or its representative's answers to such enquiries as may be made about the Records.
- 9.3. Where it is found by the Client that any over payment has been made to the Consultant, the Consultant shall reimburse the Client such amount within 28 days of the date of the Client's written demand.

10. Corruption, Commission and Discounts

- 10.1. The Consultant warrants and represents to the Client that neither the Consultant nor any of the Consultant's Personnel:
- j) has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavour to any person or entity in relation to any contract; or
- has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the Consultant or Consultant's Personnel or on their behalf or to their knowledge unless, before such contract was made, Particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to the Client, whose written consent was subsequently given to such payment.

- 10.2. Neither the Consultant nor any of the Consultant's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.

11. Conflict of Interest

- 11.1. Neither the Consultant nor any of the Consultant's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.
- 11.2. The Consultant and the Consultant's Personnel shall notify the Client immediately of any actual or potential conflict together with recommendations as to how the conflict can be avoided.

12. Insurances

- 12.1. The Consultant shall maintain professional indemnity insurance cover of an amount not less than the Financial Limit.
- 12.2. At the request of the Client, or its representatives, the Consultant shall provide evidence showing that such insurance has been taken out and maintained and that current premiums have been paid.

13. Indemnity

- 13.1. Except where arising from the negligence of the Client or Client's employees, the Consultant shall indemnify the Client in respect of any costs or damages howsoever arising out of or related to breach of warranty or representation, contract or statutory duty, or tortuous acts or omissions by the Consultant or the Consultant's Personnel or any claims made against the Client by third parties in respect thereof.

FEES AND PAYMENT

14. Applicable Provisions and Financial Limit

- 14.1. Unless different provisions are substituted in Section 3, Clauses 1 to 9 inclusive shall apply in relation to fees and payment.
- 14.2. The components which comprise the Financial Limit are set out in the Schedule of Fees, Section 5. No expenditure may be incurred in excess of the Financial Limit and no virements between components shown in the schedule of Fees in Section 5 are permitted without the prior written authority of the Client Contract Officer.

15. Fees

- 15.1. Any fees payable are deemed to cover the cost of salary, overseas inducements, leave allowances, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, passports, visas and vaccinations, overheads and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

16. Invoicing Instructions

- 16.1. Invoices should be submitted against agreed milestones or as specified at Section Five, Schedule of Payments in duplicate and in accordance with the remainder of Clause 16.

- 16.2. The Client shall unless otherwise expressly provided in Section 3 make payments due by direct credit through the prevailing Clearing Systems. All invoices must contain details of the bank account to which payments are to be made.
- 16.3. Invoices should include a form of letterhead, the Contract reference number and bear an original signature. They should be numbered sequentially and dated, and marked 'For the attention of the Contract Officer' named in Section 3. The final invoice presented in connection with this Contract should be endorsed 'Final Invoice'.

17. Payments

- 17.1. Subject to the Client being satisfied that the Consultant is or has been carrying out their duties, obligations and responsibilities under this Contract, sums duly approved shall be paid within 30 days of receipt of a valid invoice.
- 17.2. If for any reason the Client is dissatisfied with performance of this Contract or there has been a unreasonable delay without clients approval an appropriate sum may be withheld from any payment otherwise due. In such event the Client shall identify the particular Services with which it is dissatisfied together with the reasons for such dissatisfaction, and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 17.3. Should the Client determine after paying for a particular Service that the Service has not been completed satisfactorily, the Client may recover, or withhold from further payments, an amount not exceeding that previously charged for that Service until the unsatisfactory Service is remedied to its satisfaction.

18. Taxes and Duties

- 18.1. The Consultant shall be entirely responsible for service tax & all other taxes, stamp duties, license fees, and other such levies imposed within/outside India.
- 18.2. If any tax exemptions, reductions, allowances or privileges are available to the Consultant in India, the Client shall use its best efforts to enable the Consultant to benefit from any such tax savings to the maximum allowable extent.

FORCE MAJEURE AND TERMINATION

19. Force Majeure

- 19.1. Where the performance by the Consultant of its obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the Consultant and against which an experienced consultant could not reasonably have been expected to take precautions, the Consultant shall promptly notify the Client in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.
- 19.2. From the date of receipt of notice given in accordance with Clause 19.1, the Client may, at its sole discretion, either suspend this Contract for up to a period of 6 months ('the Suspension Period') or terminate this Contract forthwith.
- 19.3. If by the end of the Suspension Period the Parties have not agreed to a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

20. Suspension or Termination without Default of the Consultant

- 20.1. The Client may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the Consultant and giving the reason(s) for such suspension or termination.
- 20.2. Where this Contract has been suspended or terminated pursuant to Clause 20.1, the Consultant shall:
- a) take such steps as are necessary to terminate the provision of the Services, in a cost-effective, timely and orderly manner; and
 - b) provide to the Client, not more than 60 days after the Client notifies the Consultant of the suspension or termination of this Contract an account in writing, stating:
 - i) any costs due before the date of suspension or termination;
 - ii) any costs incurred by the Consultant after the date of suspension or termination, which the Consultant necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.
- 20.3. Subject to the Client's approval, the Client shall pay such amount to the Consultant within 30 days of receipt from the Consultant of an Invoice in respect of the amount due.

21. Suspension or Termination with Default of the Consultant

- 21.1. The Client may notify the Consultant of the suspension or termination of this Contract where the Services or any part of them are not provided to the satisfaction of the Client, giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the Consultant to remedy that dissatisfaction and the time within which it must be completed.
- 21.2. Where this Contract is suspended under Clause 21.1 and the Consultant subsequently fails to remedy the dissatisfaction, the Client may terminate this Contract forthwith.
- 21.3. The Client may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred terminate this Contract forthwith where:
- a) the Consultant or any member of the Consultant's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
 - b) the Consultant or any member of the Consultant's Personnel has committed an offence under the Prevention of Corruption Acts 1988 or the National Security Act 1980 or in breach of Clause 10 of this Contract; or
 - c) the Consultant is an individual or a partnership or a joint venture and at any time:
 - i) becomes bankrupt; or
 - ii) is the subject of a receiving order or administration order; or
 - iii) makes any composition or arrangement with or for the benefit of the Consultant's creditors; or
 - iv) makes any conveyance or assignment for the benefit of the Consultant's creditors; or
 - d) the Consultant is a company and:
 - i) an order is made or a resolution is passed for the winding up of the Consultant; or

- ii) a receiver or administrator is appointed in respect of the whole or any part of the undertaking of the Consultant.
 - e) the Consultant is a partnership or joint venture or a company and there is a Change in Control. However, the Contract will continue if the Client states that it has 'no objection' to the continuation of the Contract after the Change in Control.
- 21.4. Where this Contract is terminated in accordance with this Clause, or because of change in CV without prior approval from the Client, the Consultant shall without prejudice to the Client's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.
- 21.5. In case of termination of contact the client will be forfeited the Bank Guarantee.

GENERAL PROVISIONS

22. Variations

- 22.1. No variation/amendment in the terms or scope of this Contract shall be effective without the prior written consent of both Parties and recorded in writing in the form of a letter entitled '*Contract Amendment No.* '. Without such consent neither Party shall have any liability in respect of work performed outside the Services set out in Section 4.

23. Assignment

- 23.1. The Consultant shall not, without the prior written consent of the Client, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Consultant, any of its rights or obligations under this Contract or any part, share or interest therein.

24. Limit of Liability

- 24.1. Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the Consultant or the Consultant's Personnel the Consultant's liability under this Contract shall be subject to the amount of the Financial Limit.

25. Retention of Rights

- 25.1. Clauses 6, 7, 8, 9, 13, 26 and 27 of this Section 2 and any relevant clauses listed under Section 3 shall continue in force following the termination of this Contract.

26. Law and Jurisdiction

- 26.1. This Contract shall be governed by the laws of Republic of India.

27. Amicable Settlement

- 27.1. This Contract shall constitute the entire Agreement between the Parties, and may not be altered or amended except by the written agreement of the Parties. No duties, obligations, liabilities or warranties other than those expressly provided in this Contract and its attachments shall be applied. Both Parties to this Agreement will make every attempt to resolve in an amicable way all differences concerning the interpretation of this Contract and the execution of the work. Any dispute or disagreement which cannot be resolved by both Parties and any controversy claim or dispute otherwise arising in connection with this

Contract or breach thereof shall be referred to an arbitrator to be agreed between the Parties or, failing such agreement, will be referred to the Client's City Courts.

- 27.2. The decision of the arbitrator shall be final and binding on both Parties.
- 27.3. The place of arbitration shall be as stated in the Special Conditions.

Section 3: Special Conditions

[Select the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

1. OFFICIALS

1.1. The Contract Officer is: *[please insert details as below]*

Name:

Designation:

Communication Address: Directorate, Urban Administration and Development, Madhya Pradesh
Palika Bhawan, 6 No. Bus Stop, Shivaji Nagar, Bhopal 462016

Phone: +91-755

Fax: +91-755

Email:

1.2. The Project Officer is: *[please insert details as below]*

Name:

Designation:

Communication Address: Directorate, Urban Administration and Development, Madhya Pradesh
Palika Bhawan, 6 No. Bus Stop, Shivaji Nagar, Bhopal 462016

Phone: +91-755

Fax: +91-755

Email:

1.3. The Consultant's Representative is: *[please insert details as below]*

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

1.4. The Officer In-charge of ULB is: *[please insert details as below]*

Name:

Designation: Chief Municipal Officer

Communication Address:

Phone:

Fax:

Email:

2. Additional documents to be included in this Contract

The following documents are included in and form part of the Contract:

Annex X. Minutes of the meeting between the Client and the Consultant dated xx 2014

[If there are any modifications to the General Conditions of Contract, the clauses that replace GCC clauses should be inserted here. Additional clauses can also be inserted here, but care should be taken to ensure that this does not cause interpretation difficulties.]

3. PAYMENT STRUCTURE

The payment schedule is contained at Section 5 on Schedule of Payments *[Any changes should be advised to the Consultant during negotiations.]*

4. MARKING AND DOCUMENTATION

- i) The marking and documentation within and outside the Lots shall be: *[insert in detail the markings on the packing and all documentation required; sample below]*

UIDSSMT

Details of Project Officer as in 1.2 of SCC

Standard International Norms for Marking

5. ARBITRATION

The place of arbitration shall be Bhopal

Section 4: Terms of Reference and Consultants Personnel Schedule

[Insert from Annexure D in RFP, without payment schedule]

Insert Manning Schedule at the end of the TOR]

Section 5: Schedule of Prices

1. It is a requirement for both lump sum and input based contracts that all consultants mentioned in the proposal are present in the field in person as per the consultant's proposal and staff schedule.
2. It is also a requirement that consultants should maintain timesheets with details of inputs as well as supporting information.
3. This is an Input/ output based lump sum contract and all payments shall be based on specified milestones as shown in the table 5 below.

TABLE 5 PAYMENT SCHEDULE

MILESTONE LINKED PAYMENT	PERCENT	AMOUNT
Total contract value	100	
<i>[On approval of Milestone 1]</i>		
<i>[On approval of Milestone 2]</i>		
<i>[On approval of Milestone 3]</i>		
<i>[On approval of Milestone n]</i>		

Maximum Contract Value including Professional Fees. (Financial Limit):

[Please insert value in number and words]

Note:

- *At the time of issuing the work order of the specific ULB/Cluster to the successful bidder, if Satellite Data already procured / available with the Client, the consultant will be bound to utilize the Satellite Data available with client only and the cost of the Satellite Data will be deducted from the payment of the related milestone as per invoice received from the NRSC.*
- *Socio-economic survey for Neemuch is not included in this contract. (Cost of Socio-economic Survey for Neemuch not to be included in Financial Proposal)*
- Contract Value is inclusive of service tax, if any.
- Invoice format is attached.

Terms of Payment:

Note:

- a) Above fee rate are inclusive of the anticipated inflationary increase over the duration of the contract and hence will not be reviewed.
- b) The payment shall be released within 30 days from receipt of invoice from the Consultant subject to terms and conditions mentioned earlier in this contract.

Section 6: Invoice Format*To be given on letter head of the firm***INVOICE**

Urban Administration & Development Department, GoMP, [Insert Title of RFP] For Attention of _____	Invoice No.:
	Invoice Date:
	Service Tax Registration No.
	PAN Number

Contract For: _____**Contract No.:** _____

Period of Consultancy:	Start Date _____	End Date _____
Milestone achieved for this claim Period Covered by this Claim		

Maximum Contract Value: _____	Total Amount Received _____
Claims made Amount: _____ Date _____	Invoice No. _____ Date Received _____
Amount: _____ Date _____	Invoice No. _____ Date Received _____
Amount: _____ Date _____	Invoice No. _____ Date Received _____

Particulars of current claim made should be mentioned here	Amount (Rs.)
Invoice Total (In Words)	

PLEASE MAKE PAYMENT TO:

Bank Account:	Bank IFSC Code:
Account Name:	Account Number:

This invoice is in respect of a supply of services to the Client, and is addressed to the Client, purely for payment purposes. I certify that the amounts claimed in this invoice have been wholly and necessarily incurred for the purpose of the engagement and have not been claimed before.

Signature of Consultant

The claim is correct and Services have been received. Please arrange payment.

Project Officer / Advisor

Section 7: Performance Guarantee

7.1 Performance Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*

Contract No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

Performance Guarantee No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Equipment and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)⁵ in figures and words]* upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*⁶, and any demand for payment under it must be received by us at this office on or before that date.

[In preparing this Guarantee, the Purchaser might consider adding the following text to the Form]

We agree to time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Contractor]

⁵ The Bank shall insert the amount(s) specified in the SCC and denominated in Indian Rupees.

⁶ Dates established in accordance with the General Conditions of Contract ("GCC").

Section 8: Undertaking from the Firm

Undertaking from the firm

(on a company/firm letter head)

To

Commissioner

UADD

Government of Madhya Pradesh Bhopal

This is to declare that the consultants engaged under the contract number **[Insert Contract Number]** bearing the title **[Insert Contract Name]** signed between **[Insert Name of the Client]** and **[Insert Name of the Firm]** will not be part of any other assignments under UADD.

Authorized Signatory

(Name and Full details of the company)