

DISTRICT COLLECTORATE, THIRUVANANTHAPURAM

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Pre- Qualification notice

Open quotations are invited from competent survey firms having minimum one year experience in the field of land survey using Electronic Total Stations (ETS) for the Survey and issuance of "Pattayams" for the "Five chain area surrounding the Neyyar Dam consisting of an area of 257 Hectares (635 acres). Those firms which are interested shall submit their Bids with documentary proof showing their experience in the field, the details of the work undertaken during the last one year, the ownership details including calibration certificate of the ETS, etc to show their competency in the field. The survey work shall be undertaken as per the terms and conditions as well the scope of the work is given separately. The rates for land survey for one acre (irrespective of the number of holdings) shall also be quoted. In the first step, the firms will be pre-qualified on the basis of their performance during the pilot stage, where they will be directed to undertake the ETS survey and prepare records as per the terms and conditions herein at the very same rates they offered. In the pilot stage, the firms will be offered to survey 10-25 acres of land and to prepare land records. In the next stage, i.e., the final bid stage, the pre-qualified firms will be short-listed based on their performance during pilot stage and sealed quotations will be invited from only such pre-qualified firms and lowest bidder shall be awarded the entire work.

The quotations shall be submitted on or before 15th May 2015.

For further details visit our web site.

Web site address: www.trivandrum.gov.in

Scope of work:

The land survey for preparation of records is different from the normal project survey undertaken for Engineering departments. This not only involves the ETS survey, but also collection of owners data, its verification through the issuance of "verification sheets" and finally preparation of Pattayams in the format prescribed by the department. The procedure for survey shall be as follows;

1. Notices, signed by the Additional Tahasildar or authorized officials, shall be served by the contractor to the land holder, requiring them to be present at the time and date of survey for showing the boundaries for demarcation and also for handing over the data and copies of land records in prescribed format, sufficiently in advance.
2. The ETS survey should start with the readings of the Ground Control Points (GCPs) established using DGPS by the Kerala Land Information Mission of Survey department.
3. The land holders will point out the boundaries and the same shall be demarcated using wooden logs of sufficient length, with tips numbered on black background.
4. The ETS survey shall be completed and the land holders data and records shall be collected in the format prescribed along with observation. The present water level of the reservoir, the MFL markings wherever available and all the topo details as per the ANNEXURE ... shall be captured during the field survey.
5. The land holders records will be verified by a team of department officials under the Additional Tahasildar, Kattakada and a data sheet will be issued for data entry and integration with the ETS data.
6. The ETS data shall be processed with AutoCAD software and a "draft verification sheet" showing the textual data and the ETS data shall be prepared and circulated to the land holders back. They shall be assisted in identification of boundaries. No verification sheet shall be distributed without the water mark "DRAFT" by the contractor.
7. The signature of the land holder shall be obtained in the draft verification sheet and handed over to be department officials back.
8. The group sketch of the area with a ladder showing the Northing and Easting corresponding to the GPS data shall be prepared and submitted to the department for verification.
9. Individual sketch with the ladder and the Land holders data shall be attached to the Pattayam to be issued and submitted to the department.

Other Terms and Conditions:

1. The successful bidder, known as the "Contractor" shall bring in the necessary manpower, sufficient Electronic Total Stations and Computers, software and stationary for the field survey and processing/printing of data.
2. The Contractor shall establish a camp office – usually in a government building or taken on rent, arranged by the department -- and it will be ideal that the surveyors stay on the spot and complete the work in a time bound manner.
3. The ETS deployed should be calibrated during the last one year and the copy of the certificate shall be submitted along with the bids.
4. The contractor shall arrange the necessary vehicles, charging facilities, and other logistics required for the work.
5. A daily progress report and a weekly progress report shall be submitted to the Project Officer.
6. The Contractor shall take care of all the wages, other statutory payments in respect of the workers involved and shall indemnify the department from any liabilities arising out of accidents, statutory payments etc.
7. The Bids shall be submitted as a single sheet as per the format given under ANNEXURE ...
8. The bidder shall submit a refundable deposit of Rs.5000/- in favour of District Collector, Thiruvananthapuram by way of Demand Draft.
9. The department may ask for additional documents for proving the credibility and competency of bidder and failure to submit the same will not be condition for entrusting the work for pilot stage, but the firm will not be shortlisted, if it fails to submit before the shortlisting of eligible firms for the competitive bid stage.

Pre-Qualification and Selection:

1. The sole criteria for the selection of firms from the pilot stage to the second stage of short listing will be on the basis of their ability in completing and preparing records in a time bound manner as per the requirements of the department.
2. Time is the essence of this contract and it is expected to complete the field survey before the onset of monsoons in June 2015.
3. The firms, after verifying their credentials, will be awarded work for pilot survey and preparation of records of 10-25 acres of land at the very same rate they offered, if found reasonable. The DC reserves the right not award the work to bidders whose offers are found to be exorbitant or unacceptable.
4. In the pilot stage, all the firms that have submitted their offers will be given chance to undertake the work and the payment will be based on the receipt of satisfactory records for the area they surveyed.
5. Firms submitting offers will be awarded work immediately without waiting for the bid opening process. Similarly firms, submitting the offers even after the last date of 15th May 2015 may also be awarded work, provided that they should submit satisfactory records before the date of shortlisting and invitations of sealed competitive bids for the entire work. Failure to submit the records to the satisfaction of the department before such date will disqualify them from participating in the limited quotation, but entitle them to get payment for the work they done, if the records prepared are as per the requirements laid down by the department.
6. Once majority of firms submits the completed records , it shall be verified for accuracy by the department and such firms which prepared and submitted accurate-error-free records will be shortlisted and competitive bids will be invited. The firm which quotes the minimum rate per acre will be awarded the remaining of the work and also the future works undertaken by the Department.

Dy. Collector (LR)
For District Collector