



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

### EXPRESSION OF INTEREST

Ref. LPC/Land Surveyor/Rajarhat/ 01

03.05.2021

#### **Deployment of Land Surveyor on behalf of the Institute of Cost Accountants of India**

Reputed and reliable land surveyors in and around Kolkata are solicited for deployment on behalf of the Institute to undertake the proposed land survey and demarcation work.

The **Scope of work / services** would include:

1. Physical survey work of Institute's land under DAG No. 3359,3360,3361,3362, 3369 and 4989 by using conventional method (measurement tape) as well as mechanical method (Theodolite instrument) jointly with the land surveyor(s) of WBHIDCO on the date and time as fixed with the WBHIDCO officials by the Institute (Preferably on or after 12th April, 2021).
2. The survey of the Institute's land will be done as per the approved Mouza map of Recjoani, Rajarhat, WBHIDCO, Action area – III.
3. At the time of survey work of the Institute's land at mouza Recjoani, Rajarhat the copy of registered land deeds and parcha report of the said land will also be considered along with the approved mouza map of BLRO/SDLRO, Govt. of West Bengal.
4. After the joint measurement exercise with the land surveyor(s) of WBHIDCO and also in consultation with the Institute's officials the demarcation will be made for finding out the proper shape and size of the land for preparation of site plan and required drawings in tracing paper for submission of the same to the BLRO, Rajarhat for its authentication
5. Adequate number of labours will be deployed for making well demarcation of the Institute's land by installing adequate nos. of demarcation posts (a mix of combination of 'T' shaped cement small posts and bamboo pieces) at reasonable intervals.
6. Land Survey will be carried out by an experienced land surveyor who generally undertake land survey work with the required instruments on behalf of the Institute in that particular area having expertise of doing land survey work jointly with WBHIDCO.

#### **The following documents may be provided to the surveyor from the Institute:**

1. Photocopy of all land Deeds forming part of land under DAG No. 3359, 3360, 3361, 3362, 3369 & 4989 registered in favour of the Institute along with the immediate previous chain deed.
2. Copy of latest Land Parcha Report and Order Copy of BLRO, Rajarhat, Govt. of W. B.



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3. Land site plan associated with the respective land deed registered in the name of the Institute.
4. LOI informing the date and time of the proposed land survey and demarcation works jointly with surveyor(s) and officials of the WBHIDCO (preferably within 9th April, 2021).
5. The Institute's official may present a person to inspect the total process of work and to advice or recommend, if any based on the available documents and records related to the Institute's land at Rajarhat, Kolkata resolve any dispute arising during the course of the survey and demarcation works and discuss the matter with the concerned officials of WBHIDCO present at the site.

### Eligibility of applicants:

The applicant has to have at least the following qualifications:

- Must be a Member of the Institution of Surveyors (proof to be submitted)
- Must be having an experience of at least 10 years in the field of survey work.
- Complete biodata of the applicant has to be submitted.
- Testimonials from at least 3 clients have to be submitted with the application having work order details in their letterhead.
- Must possess a qualification in engineering and/or architecture

\* Necessary documents have to be enclosed with the application. Please refer to the Evaluation criteria (annexure 2) for further details.

### Disqualifications:

- The applicant or his firm should not have any pecuniary or other interest in the Institute.
- The applicant or his firm should have not been convicted for any offence by any court of law in the last five years.

**Declaration:** The Surveyor Firm / surveyor while expressing their / his interest shall be required to submit a declaration that they / he do / does not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will lead to rejection of the application.

The applicant may be disqualified if he/she has:

- a) Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and / or
- b) Record of poor performance such as abandoning the works, not properly completing the project, inordinate delays, poor workmanship or financial failure, etc.



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- c) If the bidder is overbooked beyond his capacity to execute the work as per required schedules.
- d) Been convicted for any offence by a competent court.
- e) Submission of incomplete application

### Payment Terms:

- Advance payment may be made with the approval of competent authority of the Institute, if required, through Bank Transfer against the Pro-Forma Invoice along with the formal work order to be issued by the Institute.
- The total payment would only be made once the concerned department of the Institute is satisfied with the work done and only after due submission of authenticated site plans of the Institute's land under the various DAG Nos. as mentioned above.
- The payment for the said assignment shall be as specified in Annexure – 1 hereto. The fees shall be inclusive of out of pocket expenses. No TA/ DA or out of pocket expenses shall be paid.

For any technical queries and further clarifications, interested surveyors/firms may contact Sri Kushal Sengupta, Addl. Director (Infrastructure), for any queries at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: [infrastructure.hod@icmai.in](mailto:infrastructure.hod@icmai.in), Phone no.: 9433148871

### Terms & Conditions:

- Schedule of report delivery –
  - Time – Within 10 days from acceptance of order.
  - Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- The price quoted by the bidder should remain valid for 90 days.
- This is a onetime contract. The quoted amount will no way be increased subsequent to signing of the contract.
- The surveyor shall maintain confidentiality of information obtained during the course of assignment.
- The applicants / bidders are advised to refer to the 'evaluation criteria' (annexure 2) in the EOI notice which would be the basis for short listing of bidders and for further considering the L1 party in the commercial bid (annexure 1)
- The decision of the competent authority shall be final as regard to the criteria to finalize the firm / surveyor out of the applications so received and selection of surveyor.



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- Incomplete applications shall be summarily rejected.
- Survey shall be conducted by appointed firm / person only and shall not be allowed to sublet the concerned assignment.
- The engagement of the surveyor shall terminate on acceptance of the report of the assignment given by the Institute. However, the Institute may terminate the engagement of the surveyor, at any time, without assigning any reason. In such cases, the firm / surveyor shall not be eligible for any remuneration.
- No other charges other than the quoted rate would be admissible. The quoted rate has to be all inclusive of out-of-pocket expenses, travelling, consumable materials, labour if any etc.
- Canvassing in any form in connection with the contract is strictly prohibited.
- Rate would be inclusive of taxes as applicable.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- **L1 will be decided based on the consolidated amount quoted in the darkened box of Total Rs.**
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- Once the work order is placed, it will be the surveyor's responsibility to make the project functional. Any additional cost incurred for completing the project and for which the surveyor has not bid at the time of submission of the final offer will be borne by the surveyor only.
- Quotations that are not as per prescribed format (annexure 1), would summarily be rejected.
- Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders/applicants are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.

### **Submission of Bids:**

The quotations have to be submitted in the format annexure 1 (page 6-8) in sealed envelopes in the **LPC TENDER BOX** kept at the ground floor of the Institute. Address: The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed **“Tender for Land Surveyor - Rajarhat” (Bid**



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## Local Purchase Committee

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Reference - LPC/LAND SURVEYOR/RAJARHAT/01) on or before 4:00pm, May 10, 2021.

Local Purchase Committee



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## Local Purchase Committee

### Annexure 1

#### Expression of Interest

The Secretary  
The Institute of Cost Accountants of India  
12, Sudder Street, Kolkata – 700 016.

Respected Sir,

I have gone through the details of the assignment and understood the scope of work mentioned in this EOI Notice. I/We undertake: -

- A. That I/We shall be carrying out the job as per the instructions given to me/us by the authorities of the Institute.
- B. That I/We shall be carrying out the job as per the rate quoted in this notice and agree to perform extra/additional work, if any, at the same rate.
- C. That if it is found that during the project assigned, there is flaw in our/my services, the decision made by the authority of the Institute, in that regard, will be final and binding.
- D. That any extra time, if required, due to some unavoidable circumstances, shall be determined by the authorities of the Institute.
- E. That I/Our organization shall abide by the instructions given to me/us by the authorities of the Institute from time to time. In case of any willful violation of any instruction (as per the discretion of the authority of the Institute), the Institute, reserves the right to impose penalty/terminate this contract.
- F. That I/We shall carry out the job at the rate (s), mentioned in the prescribed format of this notice.

Seal:

Signature of the applicant.....

Further details are given below for your kind consideration:

<b>Sl. No.</b>	<b>Details Requested</b>	<b>Provide Details</b>
1.	Name of the Firm/ Surveyor	
2.	Contact person & Mobile number	



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3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN	
6.	PAN of proprietor	
7.	Skilled Manpower available with surveyor/firm to support such assignments	

### Details of similar works executed:

Sl. No.	Name of Work / Project & Location	Organization	Date of Commencement as per contract	Actual date of completion	Remarks
1	2	3	4	5	6

Sl. No.	Description of the Work	Amount (Rs.)
1	<b><i>Land Survey and Demarcation Works with Theodolite instrument as well as measurement tap jointly with the surveyor(s) of WBHIDCO</i></b>	
a.	Land under DAG No. 3362 & 3369 [around 52 Kottahs of Land]	
b.	Land under DAG No.3359,3360,3361 & 4989 [around 4 Kottahs of land]	
2.	'T' shape cement post (100 Nos.) and Green Bamboo sticks (20 Nos.) [to be paid as per the actual quantity supplied]	



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3.	Preparation of site plan (Blue Print & Ammonia Print), Tracings etc. and get those Authenticated by the Office of BLRO, Rajarhat, Govt. of W.B.	
4.	Hire Charge of Hydraulic Level measuring Machine	
	TOTAL (exclusive of taxes)	
Add	Taxes as applicable	
	TOTAL (inclusive of taxes)	
Add	Contingencies or any other costs	
	GRAND TOTAL	

*# all necessary documents that are required in the evaluation process mentioned in annexure 2 are enclosed with this application.*

**Declaration:** I / we do not suffer from any of the disqualifications mentioned in this EOI notice and the details furnished in this regard are true and correct. Any incorrect information furnished or revealed subsequently will lead to rejection of the application.

Signature of applicant:

Membership no. of IoS:

Seal:

Date:





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### Annexure 2

#### EVALUATION CRITERIA (After qualifying as per given eligibility criteria)

Sl. No.	Criterion	Maximum Marks
(i)	<b>Period of Experience</b> up to the date of application Up to 5 years – 5 Marks 5 to 10 years – 7 Marks More than 10 years – 10 Marks  <i>* in case of change of name or ownership of applicant's firm please provide authentic legal proof to establish the original date of commencement of professional practice as Architect.</i>	10
(ii)	<b>Professional Strength of the Surveyor and/or who are Principal Owner/Partner of the Applicant's firm.</b> Marks to be awarded based on the personal CV demonstrating number of assignments (govt./PSE assignments etc), innovation, achievements in terms of quality of testimonials, land mark buildings/area, publications, honours and awards received from professional bodies, affiliations and representation on professional forums etc.  Average CV: 2 marks Satisfactory CV: 5 marks Impressive CV: 10	10
(iii)	<b>Qualifications</b> Degree: 5 marks Masters degree: 10 marks	10
(iv)	<b>No. of testimonials / work orders submitted</b> Less than 3: 2 marks 3 submitted: 5 marks More than 3 submitted: 10	10
(v)	<b>Manpower strength of Surveyor / firm</b> Single person: 2 marks Have manpower less than 5: 5 marks Have manpower more than 5: 10 marks	10
	<b>Total</b>	50

# a firm/applicant has to score minimum 90%, i.e. 45 marks to be considered for the commercial bid analysis.