

# **NOTICE**

## **INVITATION OF APPLICATION**

**FOR**

**Empanelment of Eligible Firms for the Year 2022**

**&**

**To undertake DGPS and ETS Geospatial Survey as per  
ORSAC's defined SOP of Geospatial Survey.**

Notice No.19/2021 Dated 30.12.2021



**ODISHA SPACE APPLICATIONS CENTRE (ORSAC)**

**Dept. of Science and Technology, Govt. of Odisha,**

**Plot no.45/48, Jayadev Vihar, Near GAA, Unit-16, Bhubaneswar-751023, Odisha**

**Tel: -0674-2300733,3293545, E-mail- orsac2012@gmail.com,**

**<http://www.orsac.org>**



# DGPS AND ETS GEOSPATIAL SURVEY AS PER ORSAC'S DEFINED SOP OF GEOSPATIAL SURVEY

## 1. SCHEDULE OF EVENTS:

Sl. No.	Information	Dates &Details
1.	Application proposal Issuing Authority	Chief Executive, ORSAC, Bhubaneswar, Odisha
2.	Hosting of the document on ORSAC Notice Board/ Govt. Web Sites/ News Papers / Sale of tender paper	31.12.2021 <a href="http://www.orsac.gov.in">www.orsac.gov.in</a>
3.	Cost of RFA (Nonrefundable)	Non-refundable bank demand draft of Rs. 5,000/- (Rs. Five Thousand only)
4.	Earnest Money Deposit (EMD)	EMD of Rs.25,000/- (Rupees Twenty-Five Thousand only) in shape of Demand Draft from a Nationalized Bank, drawn in favor of ORSAC.
5.	Address for Submission of Application	Dr. Debajit Mishra, Sr. Scientist-E Group head, DGPS & Geospatial ETS survey Division Odisha Space Applications Centre (ORSAC) Dept. of Science and Technology, Govt. of Odisha, Plot no.45/48, Jayadev Vihar, Near GAA, Unit-16, Bhubaneswar-751023, Odisha
6.	Contact person for Pre-Application Queries	Sri P.K. Sarangi Scientist 'C' DGPS Division, ORSAC
7.	Last date of submission of queries / Sale of tender paper	21.01.2022 1.00 PM
8.	Last date of receipt of Application(s)	22.01.2022 5.00 PM
9.	Date of Opening of General & Technical Application(s)	24.01.2022 11.30 AM



## **Disclaimer**

All information contained in this Application proposal Document is in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this Application proposal Document, the interested firms shall satisfy itself that the document is complete in all respects. The information is not intended to be exhaustive. Interested Applicants are required to make their own enquiries and assumptions wherever required.

Odisha Space Applications Centre (ORSAC) reserves the right to reject any or all of the Applications submitted in response to this Application proposal Document at any stage without assigning any reasons whatsoever. ORSAC also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Application proposal Document response. ORSAC reserves the right to change/ modify/amend any or all of the provisions of this Application proposal Document. Such changes would be posted its website ([www.orsac.org](http://www.orsac.org)).

Neither ORSAC nor its employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract, to, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Application proposal Document, any matter deemed to form part of this Application proposal Document, the award of the Assignment, the information and any other information supplied by or on behalf of ORSAC or their employees and Applicants/ consortium or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of the Application proposal Document process is confidential to ORSAC and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

This is for fresh empanelment of eligible vendors operating in State of Odisha. Already empaneled vendors for the year 2021-22 need not apply but those who submitted undertakings should comply before 1<sup>st</sup> January,2022.



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## 1. Introduction

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### Empanelment of Vendors for Support Services on DGPS and ETS Geospatial Survey

ORSAC as the nodal agency of custodian of Geo-spatial data of the state is constantly providing database services to state departments and agencies. Space technology and Geo-informatics-based data related to government departments have been generated for last 25 years for various departments under numerous projects. The center is facilitating the government departments through providing Technical Support & Assistance through development and implementation of GIS, Remote Sensing, DGPS Survey based projects and SATCOM services.

ORSAC is the apex body of the state of Odisha for space technology Applications & comprises of a pool of multidisciplinary Application scientists to undertake the assignments. ORSAC is the Nodal Agency for providing remote sensing, GIS/Geo-spatial data management & GPS/ DGPS Survey Services and Solutions to all Govt. Departments including public sector undertakings and Govt. The centre is also responsible for verification and authentication of Forest Diversion Proposals (FDP) surveyed through DGPS/ETS by competent empaneled survey agencies on behalf of User Agency regarding “Submission of Geo-referenced Digital data while filing Forest Diversion Proposal for non-forest use” under Forest Conservation Act, 1980 as required by the Govt. of India, Ministry of Forest and Environment vide their circular F. No.11-9/98 dated 08.07.2011. Subsequently it was decided that if any compensatory afforestation project proposal in lieu of Forest Diversion Proposal will be forwarded by Forest Dept., ORSAC will carry out the verification and authentication of the data. As per the circular of MoEF Govt. of India & State Govt. in F & E Department notification on Forest areas proposed to be diverted for Non-forest use (vide letter no.18393/F&E, dt.13-10-2011); ORSAC (as the nodal agency) is undertaking DGPS/ETS survey and technically authenticate survey undertaken by empaneled DGPS/ETS survey agencies.

Govt. of Odisha has also recognized ORSAC as the Nodal agency for the purpose of DGPS survey to facilitate digitization and geo-referencing of Mining Lease map in 2010 to comply with the IBM (Ministry of Mines, Govt. of India) circular on geo-referencing and DGPS survey of Mining Lease boundary. Accordingly, each Lessee of the individual Mining Lease has to apply ORSAC for DGPS survey for their lease. Further, Steel & Mines Department, Govt of Odisha issued an order in 2014 for joint survey of all Iron & Manganese mines of the state by constituting representatives from ORSAC, Revenue, Forest and Mining Department. The center is also assigned as nodal agency for DGPS survey exercise for all the Minor Minerals and Sairat sources (sand, stone, morrum quarry etc.) of the State.

ORSAC invites Applications from interested and competent Agencies who are having adequate and appropriate experience, technical human resources and infrastructure to successfully carry out survey assignments and to empanel themselves vide an MoU with ORSAC for delivery of such services on “as and when required” basis to ORSAC & all necessary works and deliverables as required by different Departments of Government of Odisha relating to ETS/GPS/DGPS survey following the **SCOPE, STANDARD AND SOP OF DGPS SURVEY WORKS.**

## 2. Information to Applicants

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### 2.0 Invitation for Empanelment

ORSAC invites Application from eligible and reputed agencies for empanelment through this Request for Application for Empanelment. Applicants may note the following:

- This Request for Application (RFA) for empanelment would not be binding on ORSAC in any form.
- Empanelment shall in no way guarantee allotment of work to the shortlisted Firms. ORSAC reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
- The Applicants must submit their Applications in accordance with the requirements contained in this RFA.
- ORSAC reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of Applications as mentioned in the schedule of dates below.

### 2.1 Application Invitation

ORSAC invites Application from experienced and competent firms or agencies (“Applicants”) for the purpose of empanelment of agencies for carrying out DGPS & Geospatial ETS Survey for various department / agencies on “as and when required” basis. Consortium Applications are not permitted.

### 2.2 Empanelment Themes:

Empanelment of Vendors to undertake DGPS and Geospatial ETS Survey for ORSAC.

**The vendors / firms should have latest and high quality standard DGPS and ETS Survey equipment, Licensed Software for Survey data processing and GIS and trained Surveyors in DGPS and ETS and Experienced Geoinformatics Experts to process survey data as per requirements.**

### 2.3 Scope, standard and SoP of DGPS and geospatial ETS survey

**The scope, standard and SoP of DGPS & Geospatial ETS survey is enclosed at Annexure A.**

The Applicants must be either a registered sole proprietorship / partnership firm or a Company Registered under the Indian Companies Act, 1956/2013 and should be operational minimum for last 3 years in the field of operation as described in scope, standard and SoP of DGPS & Geospatial ETS survey.

The service provider should be in the field of Survey (GPS/DGPS/ETS/UAS), Survey Data processing using open as well as industrial grade S/W, Photogrammetric related Processing using all the type of industrial grade S/W, Cadastral survey & GIS database generation business for Central & State Govt. Departments or Organizations / Nifty Listed Organizations in India, for minimum 3 (Three) years.



**For Registered Startup companies the Work Value and Annual turnover will be relaxed by 50% during selection, however the required Survey Equipment, SW, Applicant's qualifications, proficiency and experience in the listed support services group type will be the criteria of selection. *Registered startup companies need not submit EMD for selection process.***

**Agencies already empaneled for ETS/DGPS survey in ORSAC are instructed to complete the the pending promises given as undertaking during 2020-21 empanelment. Those failed to comply the fixed standards will be de-empaneled.**

The Applicants can participate in the empanelment process for depending on the fulfillment of criteria stipulated in this RFA. In case the Applicant is found putting false information in one category, the Applications submitted by the concerned Applicants shall be summarily rejected for empanelment at ORSAC.

#### **2.4 Right of ORSAC in selection and empanelment procedure:**

ORSAC reserves right to increase/decrease number of firms to be empaneled in each Group and Category, accept or reject one or all Application as well as to annul the entire empanelment procedure at any time without showing any reason thereof. **Renewal of empanelment will be done before completion of one year after evaluation.**

##### **2.4.1 Continuous performance evaluation:**

Performance of the organizations, those will be empaneled with ORSAC under this RFA shall be subjected to fulfillment of criteria on a continuous performance evaluation process. In case of non-performance/ substandard performance, ORSAC reserves the right to de-empanel such empaneled vendors with immediate effect. **ORSAC reserve the right to call for empanelment / re-empanelment of the vendors at any time as and when required by ORSAC.**

##### **2.4.2 Modification and withdrawal of Applications:**

Applications once submitted cannot be modified in any circumstances. Withdrawal of an Application during this interval may result in the Applicants forfeiture of its Application security/ EMD and /or any other action as per law.

##### **2.4.3 Right to accept and reject any or all Applications:**

ORSAC reserves the right to accept or reject any Application, and to annul the Application process and reject all Applications at any time prior to award of contract, without thereby incurring any liability to the affected Applicant or Applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the ORSAC action.

##### **2.4.4 Late Application**

- a) Applications received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned to the service provider, unopened.
- b) The Applications submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) ORSAC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.



## 2.5 Preparation of Application Document

**Costs incurred in preparation of the Application Document:** Applicants shall bear all costs associated with the preparation and submission of the Application proposal including surveys (if required), and ORSAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Application proposal process

**Language of Application:** The Application prepared by the Applicants, as well as all correspondence and documents relating to the Application proposal exchanged between the Applicants and ORSAC shall be in English. Information supplied in any other language shall be rejected

**Application Currency:** Prices for services offered shall be quoted in Indian National Rupees (INR) only.

**Correction of errors:** The person signing the Application must initial erasures or other corrections. The Applicants further agrees that in the event of any obvious errors, ORSAC reserves the right to waive such errors in its sole discretion. However, ORSAC has no obligation under any circumstances to waive such errors.

## 2.6 Application Validity

- The Application(s) shall remain valid for **180** days from the actual date of Technical Application Opening. Applicants should ensure that in all circumstances, its Application fulfils the validity condition. Any Application valid for a shorter period shall be rejected as non-responsive.
- In exceptional circumstances, ORSAC may solicit Applicant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing or by Fax. Application(s) security/EMD shall also be suitably extended. Applicants granting the request is neither required nor permitted to modify the Application.

**Lack of Information to Applicants:** The Applicants shall be deemed to have carefully examined RFA document to his entire satisfaction. Any lack of information shall not in any way relieve the Applicants of his responsibility to fulfill his obligation under the Application proposal.

**Document Comprising the Applicant's Application:** BESIDES SUBMISSION OF A TECHNICAL APPLICATION ALL THE DOCUMENTS ENCLOSED AT GF (1 TO 6) AND TF ARE TO BE SUBMITTED WITH THE APPLICATION.

## 2.7 RFA Document Cost

Non-refundable bank demand draft of Rs. 5,000/- (Rs. Five Thousand only) is to be submitted along with the Application towards the cost of the Application proposal paper. The demand draft is to be drawn in favor of Odisha Space Applications Centre, payable at Bhubaneswar, Odisha, from any scheduled commercial bank. Applications received without or with inadequate RFA Document fees will be rejected.

### 2.7.1 Application Security/EMD

- a) All Applications submitted in response to the RFA document must be accompanied by an Earnest Money Deposit (EMD) of Rs.50,000/- (Rs. Fifty Thousand Only) in the form of a Bank Demand Draft drawn in favor of Odisha Space Applications Centre, payable



at Bhubaneswar, Odisha from any Nationalized bank and payable at Bhubaneswar, Odisha. Applications submitted without EMD will be rejected.

- b) EMD of all unsuccessful service providers would be refunded by ORSAC within 90 DAYS of the service provider being notified as being unsuccessful.
- c) The EMD, for the amount mentioned above, of service provider would be returned upon submission of Performance Bank Guarantee as per the Form provided in GF, by the service provider.
- d) The EMD amount is interest free and will be refundable to the unsuccessful service provider without any accrued interest on it.
- e) **All correspondence regarding this RFA (A, B, C) are to be send to XXXX.gmail**

## 2.8 Details about filling up the documents

### Kindly go through the instruction before filling up the Application form

- The Application form should be filled up in complete format without any alteration in the format/specifications.
- Kindly furnish correct information. Any information found to be incorrect, then the Application would be rejected immediately.
- Supporting documents evidencing the information supplied as required in the form. They may be verified as and when required by the authorities of ORSAC.
- Furnish your financial details only in TS-DGPS Survey.
- Furnish your details on project undertaken and clients. You may be requested to attach letters from the client or give us a demonstration of the output/product for verification of information furnished.
- You have to furnish the copies of work orders and project completion certificates for verification.
- You may have to take us to your premises for the verification of the infrastructure as mentioned in the documents.
- In case of technical resource, your employees may be called for interaction and skill test to judge the skill set of individuals.
- You may be requested for Technical presentation at ORSAC.
- The Application of the Applicants (**with proper page number and serial number**) shall contain relevant input data and supporting documents in support of their eligibility, capabilities and relevant experience as per the requirements.
- The Application of the Applicants shall contain relevant input data and supporting documents in support of their eligibility, capabilities and relevant experience as per the requirements specified in the “**Eligibility Criteria**” and “**Technical Eligibility Criteria**” in section 4. Applications without the above indexing, paging and proper document attachments will be rejected.

### 3. Information & Instruction to Applicants

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#### 3.1 Definitions

In this document, the following terms shall have following respective meanings:

- “**ORSAC**” means Odisha Space Applications Centre
- “**Authorized Representative**” shall mean any person/agency authorized by either of the parties.
- “**Contract**” is used synonymously with agreement.
- “**IP**” Shall mean Implementation Partner who will be selected through this RFA.
- “**RFA**” means Request for Application which is the detailed notification seeking a set of solution(s), service(s), materials and/or any combination of them
- “**DGPS**” means Differential Global Positioning System
- “**EMD**” means Earnest Money Deposit
- “**CV**” means Curriculum Vitae
- “**OEM**” means Original Equipment Manufactures

#### 3.2 Clarifications & Amendments

At any time prior to the deadline (or as extended by ORSAC) for submission of Application(s) at ORSAC, for any reason, whether at its own initiative or in response to clarifications requested by prospective Applicants may modify the RFA document by issuing amendment(s).

In order to allow Applicants a reasonable time to take the amendment(s) into account in preparing their Application(s), ORSAC, at its discretion, may extend the deadline for the submission of Application(s).

##### 3.2.1 Format for queries

**Service Providers requiring specific points of clarification may communicate with ORSAC during the specified period and for pre-bid queries using the following template in MS Word Files as per the enclosed format. Queries in other format (other than .docx) will not be acceptable.**

RFA No:

Name of Project: “Empanelment of Vendors for Support Services on DGPS and Geospatial ETS Survey”

Name of the Service Provider:

Contact Address of the Service Provider, with e-mail Id & Mobile No.



Sl no	RFA clause No.	Section No.	Page No.	Query	Remarks

Signature:

Name of the Authorized signatory:

### 3.3 Power of Attorney

The service provider must submit a power of attorney duly signed by a notary public confirming the authority of the authorized representative of the service provider to sign and act in all matters concerning the offer.

### 3.4 Application Submission

Organizations conversant with the subject and having necessary infrastructure and resources including local mobilization may submit their Application with credentials for evaluation. The envelop should super-scribed as “**APPLICATIONS FOR EMPANELMENT for DGPS and Geospatial ETS Survey**”.

**No Consortium Application, in any Form is Allowed.** Any Application of SP under a Consortium shall be summarily rejected.

#### 3.4.1 Modification and Withdrawal of Application

Applications once submitted cannot be modified in any circumstances. Withdrawal of a Application during this interval may result in the Applicant’s forfeiture of its Application security/EMD and /or any other action as per law.

#### 3.4.2 Right to Accept and Reject any or all Applications

ORSAC reserves the right to accept or reject any Application, and to annul the Application process and reject all Applications at any time prior to award of contract, without thereby incurring any liability to the affected Applicants or any obligation to inform the affected Applicants of the grounds for ORSAC action. Incomplete Applications will be straightaway rejected by ORSAC.

### 3.5 Place / Time of Work

All Survey works are to be undertaken as per the instructions of ORSAC.

#### 3.5.1. Time Schedule

The project shall be completed within a stipulated period which will vary from project to project. The firm/firms shall report to ORSAC regularly or upon request on the status of development and inform ORSAC any possible delay in the development of the Service/Product immediately. Undue or intentionally delay (without valid reason) in implementing the project may be liable for forfeiture

of the security deposit and damages, if any will be recovered from the firm. However, decision of ORSAC in this respect shall be final.

### **3.6 Application Opening**

The Applications submitted up to the last date and time will be opened at ORSAC by the Chief Executive, or any other officer(s) authorized by him, in the presence of such of those Applicants or their representatives who may choose to be present at the time of opening. The representatives of the Applicants are advised to carry a letter of authority from the Applying firms for attending the Application opening.

#### **3.6.1 Evaluation of Application**

The evaluation committee will check the submission as per the criteria and shortlist as per general eligibility. Those who are selected after the check may be called for a Technical Presentation (not mandatory). The committee will evaluate the technical Score as per the Technical Score Criteria fixed by ORSAC. Evaluation of the technical competency shall be conducted by the technical committee and shall be based on the past experience of the service provider in execution of similar projects, own manpower & infrastructure and finally as per marking system. ORSAC may also seek written clarification from the Applicants during the Application evaluation process. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties, if any, arising during the Application evaluation process.

#### **3.6.2 Disqualification**

The Application is liable to be disqualified in the following cases or in case Applicants fails to meet the Applying requirements as indicated in this Application proposal Document.

- a. Application not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Application.
- b. The Applicants qualifies the Application with his own conditions.
- c. Application received in incomplete form.
- d. Application received after due date and time.
- e. Application not accompanied by all the requisite documents.
- f. Information submitted in technical Application is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
- g. Applications not submitted with required certification.
- h. Applicants trying to influence the Application evaluation process by unlawful, corrupt or fraudulent means at any point of time during the Application process.
- i. In case any one party submits multiple Applications, the Applications are likely to be disqualified, unless additional Applications are withdrawn upon notice immediately.

Applicants may specifically note that while evaluating the Application(s), if it comes to ORSAC's knowledge expressly or implied, that some Applicants may have colluded in any manner

whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Application, then the Applicants so involved are liable to be disqualified for this contract as well as prohibited from participation in any of the Application proposals floated by ORSAC in future.

### **3.6.3 Forfeiture of Application Security**

The Application security may be forfeited either in full or in part, at the discretion of ORSAC, on account of one or more of the following reasons:

- a. The Applicants withdraws his Application during the period of Application validity specified by him on the Application Letter Form
- b. The Applicants fails to co-operate in the Application evaluation process
- c. If the Application or its submission is not in conformity with the instruction mentioned herein
- d. If the Applicants violates any of the provisions of the terms and conditions of the Application proposal
- e. If the Applicants is non-responsive or does not provide appropriate response to any clarification sought by the ORSAC within the stipulated time during Application evaluation
- f. In the case of a successful Applicants fails to (a) accept award of work, (b) sign the Contract Agreement with ORSAC, after acceptance of communication on placement of award, (c) furnish performance security
- g. The Applicants violates any of such important conditions of this Application proposal document or indulges in any such activities as would jeopardize the interest of ORSAC in timely finalization of this Application proposal.
- h. The decision of ORSAC regarding forfeiture of Application security shall be final and shall not be called upon question under any circumstances. Default in any such a case may involve black-listing of the Applicants by ORSAC.

## **3.7 Empanelment of Applicants**

ORSAC will notify the successful Applicants in writing. The successful Applicants will be asked to sign the Contract Agreement within 15 days of the notification. After signing of the Contract Agreement to finalize the empanelment procedure and submission of empanelment fee/ security deposit. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### **3.7.1 Security Deposit**

The selected firms will be required to deposit an amount of Rs. 50,000/- (Rupees fifty thousand only) each in form of demand draft in favor of “ODISHA SPACE APPLICATIONS CENTRE” payable at Bhubaneswar as security deposit. This will be an interest free refundable deposit. In case of deviation of agreed terms & conditions, the security deposit will be forfeited. In case the firm/firms want(s) to withdraw themselves from the Empanelment list, the security deposit may be refunded to the firm/firms after deducting receivables of ORSAC if any. Security deposit shall be

refunded on expiry of validity period unless renewed by ORSAC. In case of withdrawal by the firm/firms or rejected by ORSAC, the security deposit will be refunded after adjustment of receivable of ORSAC.

### **3.7.2 Allotment of project by Govt. Departments**

For execution of any project, Any Dept. of Govt. of Odisha will select and invite firms from the empanelment list based on their suitability and capability, matching their requirement & the scope of the project as per their terms and condition. Details are explained in attached SoP. ORSAC for some projects may fix a price and ask empaneled vendors to give their consent to work on that price or may ask to submit sealed price option to select on QCBS followed by L1 basis. ORSAC however, reserves the right to execute the job through itself or through any other firm/firms of its choice.

### **3.7.2 Responsibility of the Selected Firm/Firms**

- **The project work should be undertaken under the supervision and control of ORSAC and as per the approved SoP.**
- The selected firm/firms will identify and nominate the representative(s) of their respective organization in carrying out the project successfully who will act as the project Leader from the firm's side.
- The firm/firms shall conduct technical training on the functionality of the product to ORSAC and users.
- The firm/firms shall be responsible for any modification and the related costs if the output product does not (a) comply with the specification as per its Application or (b) rejected by ORSAC. Such modification work shall not exceed three weeks from the date of notification and shall adhere to the time schedule specified in the award or as may be mutually agreed upon.
- The firm/firms shall not give or sale the output /project information to any of the party other than ORSAC.
- The firm/firms shall make avail softcopies of all output/data base and source codes of Application software to ORSAC.
- The firm shall/may be required to do all such things as shall be necessary to supply all the technical data and information and technical assistance in respect of the project before its implementation at the request of ORSAC.

### **3.7.3 Proprietary Rights**

- The output/results, including source codes will be proprietary rights of ORSAC.
- The firm/firms will keep the documents which contain or related to the development results for reference until such documents are delivered to ORSAC and shall promptly provide ORSAC with replacements thereof in case of loss or damage thereto. The firm/firms assume(s) liability for damages which are caused by the service/project including its prototypes before the same are handed over to ORSAC.
- ORSAC represents and warrants that it has sufficient power, right and authority to enter into agreement and undertake the obligations set forth in the agreement.

### 3.7.4 Technology Transfer

The firm/firms shall transfer the technology/raw data/source code from the very beginning of starting of work till completion and shall organise training programmes at ORSAC during implementation without any additional cost.

### 3.8 Payments to Firm/Firms

Govt Departments will pay as per the ORSAC approved rates to empaneled vendors after completion of all verification of survey by ORSAC and should keep PBG at the time of issue of workorder. However, the exact consideration/charges to be paid to the firm/firms will be decided at the time of offloading or assigning the work.

#### 3.8.1 Payment Terms and Performance Guarantee

The firm/firms shall provide a performance bank guarantee (equivalent to the project value excluding the security deposit or as may be decided by Govt. Departments /ORSAC) valid for 6 months after completion of the project in favor of Sponsoring Agency/Dept./ORSAC for faithful execution of the contract. The performance guarantee is liable to be forfeited in the event of default or breach or any or all terms and conditions of the agreement on the part of the firm as regards to deliverables.

- Any escalation of the project cost shall be accepted by ORSAC only on acceptance of the same form the sponsoring agency of the project.
- The payment terms will be decided keeping in view the payment terms of the sponsoring agency/funding agency, which may vary from case to case basis.
- However, payment to firm/firms will be made only after realisation/receipt of payment from the sponsoring agency/funding agency.

**3.9 Quality Factor:** -The product delivered is liable for rejection if it doesn't meet the specified requirement of any project. In such a case no payment will be released unless the same is rectified within the specified period to be intimated by ORSAC as per the scope and technical Specification of the project.

#### 3.9.1 Guarantee / Warranty and Liability:

The firm/firms shall use its best efforts to achieve the best result possible by making use of the latest state of science and technology and of its information and to the extent necessary using information provided by ORSAC. The firm/firms shall be liable to ORSAC only in the event of willful negligence.

- The firm/firms shall warrant that no third party raised any claims whatever nature against ORSAC with regard to its information on the date of effectiveness of the agreement.
- The firm/firms will use its best effort to ensure that rights of third parties will not be infringed by ORSAC's use of output and /or information of service/product.
- ORSAC will inform the firm/firms immediately as soon as it becomes aware that rights of the third parties have been informed or that third parties do infringed upon ORSAC's rights in any way with regard to information of the firm/firms and /or Development Results and /or Service/Product.
- The sole obligation of the firm/ firms with respect to its information shall be forwarded to ORSAC and provided in the Agreements and to correct errors that might have occurred in this





information without undue delay after such errors were made known to the firm/firms. No others obligation or warranty or Service/Product of whatever kind and nature shall exist.

- All output/result/Application software shall carry a warranty period of minimum two year form the date of complete of hand holding. The post warranty maintenance support if required shall also be provided by firm/firms, for at least three years. Separate provision & cost for the maintenance (AMC) will be negotiated with the firm/firms by ORSAC.

### **3.9.2 Penalty**

In case of delay in submission of the final output as against the stipulated time scheduled a penalty will be charged @ 0.5% of order value per week of delay subjected to a maximum of 5% of the order value. Permission of extension of work time period has to be taken from ORSAC before the completion date with sufficient reason.

### **ADDRESS FOR COMMUNICATION**

The detail address for communication with ORSAC for empanelment is as follows:

**Dr. Debajit Mishra, Sr. Scientist-E,**

**Group Head DGPS & Geospatial ETS survey Divison. ORSAC**

Odisha Space Applications Centre (ORSAC)

Dept. of Science and Technology, Govt. of Odisha, Plot no.45/48, Jayadev Vihar,

Near GAA, Unit-16, Bhubaneswar-751023, Odisha

Phone: +91-674-2303625, Cell: 9861042198, 8280095700

Email: orsac.od@nic.in / orsac2012@gmail.com

#### 4 GENERAL ELIGIBILITY CRITERIA (WEIGHTAGE=40 MARKS)

Sl.	General Eligibility Criteria	Desired Documents	Marking Criteria
1	The Applicants must be either a registered sole proprietorship / partnership firm or a Company Registered under the Indian Companies Act, 1956/2013 and should be operational minimum for last 3 years in the field of operation as listed in section 2.0 and 3.0 above.	Company or Firm Registration Certificate / Certificate of incorporation	Full Marks = 10 For 3 Yrs. it is 6 marks & Extra @ 1 marks / Yr . Maxed at 10
2	The service provider should be in the field of Survey (GPS/DGPS/ETS/UAS), Survey Data processing using open as well as industrial grade S/W, Photogrammetric related Processing using all the type of industrial grade S/W, Cadastral survey & GIS database generation business for Central & State Govt. Departments or Organizations / Nifty Listed Organizations in India, for minimum 3 (Three) years.	Copy of the work orders with respect to the date of submission of Application.	Full Marks = 10 For 3 Yrs. it is 6 marks & Extra @ 1 marks / Yr . Maxed at 10
3	The Service Provider Should has a Physically Verifiable & Full-fledged Registered Business Office Premise in Odisha, for survey, IT & GIS Solutions and SW Development. If SP does not have a Physically Verifiable & Full-fledged Registered Business Office in Odisha, it should give an undertaking to establish one in 90 days of signing the contract. The Firm/Firms shall submit an undertaking in a non-judicial stamp paper of value Rs.100.00 to get registered under Odisha GST, once empaneled under DGPS & Geospatial ETS Services by ORSAC within a time period of one month of empanelment.	Detail of Business Premise address, landline Telephone Number, Geo-tagged Photos, and necessary legal documents etc. are to be provided to prove its existence. Or Undertaking	If having required existing office with tech manpower,= 10 Marks & if Existing Office is not present=0 (Zero) Marks.
4	Company should have a valid Odisha Registered GST Number (OGSTN). If it doesn't have a valid Odisha Registered GST Number (OGSTN), it should give an undertaking to obtain it within 90 days of signing the contract after winning the Application.	OGSTN Details of service provider (OGSTN registration certificate) should be submitted. Or Undertaking	Full Marks = 5 If having OGSTN number = 10 Marks & if not = 0 (Zero) Marks .

Sl.	General Eligibility Criteria	Desired Documents	Marking Criteria
5	Firm should have a Minimum Average Annual Turnover of Rs. 25.00 lakhs from Geospatial / land Surveying Business (Excluding the sales / resells / distribution of proprietary Equipment, Instruments, IT HW & SW) as mentioned in section 2.2 (Application categories) above during the last 3 financial years (FY 2020-21, 2019-20 & 2018 - 19). Supporting document from IT Portal and Company chartered Accountant must be attached, along with Audited Profit and Loss Statement should be attached along with the response document	Audited balance Sheet, Income Tax Return Documents and the filed audited P/L Statements for last 3 (three) financial years.	Full Marks = 5 For Rs 25 lakh it is 3 marks & For Rs 50 lakh it is 4 marks and for more than Rs 1 crore it is 5 marks.
6	Company should have a positive net-worth for the last 3 financial years. No marks but mandatory submission.	Certificate from CA	Zero (Mandatory)
7	The service provider should have made a payment of Rs 5000/- (Rupees Five thousand only) towards the cost of Application proposal document. No marks but mandatory submission.	Original bank draft in favour of ORSAC towards cost of the Web Downloadable Application Proposal Paper.	Zero (Mandatory)
8	Submission of EMD of Rs.25,000/- (Rupees Twenty-Five Thousand only) in shape of Demand Draft from a Nationalized Bank, drawn in favor of ORSAC. For Startup companies as per section 2.3. No marks but mandatory submission.	Original Demand Draft of Rs.25,000/- (Rupees One lakhs only) from any Nationalized Bank.	Zero (Mandatory)
9	The Firm should not be under a declaration of ineligibility for corrupt and fraudulent practices nor should have been blacklisted by any Govt. or Govt. undertaking organizations at the time of submission of the Application. No marks but mandatory submission.	Self-declaration certificate signed by the authorized signatory	Zero (Mandatory)
10	The Firm should not have been blacklisted/ debarred from participating in RFA by central & State govt. or any other organization during the last 3 years (2020-21, 2019-20, 2018-19). No marks but mandatory submission.	Self-declaration by authorized signatory	Zero (Mandatory)

Sl.	General Eligibility Criteria	Desired Documents	Marking Criteria
11	The Firm should have valid Provident Fund Registration certificate and its Manpower Deployment Structure must be Odisha IT Policy -2014 Compliant. No marks but mandatory submission.	<ul style="list-style-type: none"> <li>• Copy of provident fund registration certificate</li> <li>• Copy of latest Provident fund return certificate</li> <li>• Submitting a Self-declaration / Undertaking, at par with an affidavit.</li> </ul>	Zero (Mandatory)
12	The service provider should have valid ESI registration certificate or Employee Group Insurance Certificate as Applicable. No marks but mandatory submission.	Copy of Valid ESI Registration or Valid Employee Group Insurance	Zero (Mandatory)

Minimum 60% marks from 40 Marks of General Criteria (**24 Marks**) *is mandatory* to get considered for selection and to be evaluated further for Technical Eligibility Criteria.

## 5 TECHNICAL ELIGIBILITY CRITERIA FOR ETS /DGPS SURVEY (WEIGHTAGE = 60 MARKS)

### Technical Eligibility Criteria of the Service Provider:

SI No	Technical Eligibility Criteria	Credentials/Marks
1	The prime service provider should be at least ISO 9001:2008/2020 Certified Company for TS / DGPS survey or a Startup Company formed by a professional / professionals who possess Minimum five Years of Geospatial Survey Experience after Technical Graduation or Post Graduation in Engineering / Geology / Physics / Mathematics, from Govt recognized universities, with minimum CGPA of 7.5 or 75 % marks .	Copy of the valid relevant certificates and credentials.  Marks =5 if have, Zero (0) if doesn't have.
2	Should have minimum One Set of DGPS Equipment and ETS: (One Set is defined as: One Base Station Trans-Receiver of Dual Frequency DGPS and Two DGPS Rovers and One Number of ETS), Procured from internationally reputed manufacturers <i>who are the OEMs of DGNSS and ETS equipment for last 20 Years and the OEM's machines should be in use by Indian Army / Airforce / Navy / BRO , Survey of India , Geological Survey of India , ISRO and ORSAC.</i>  All DGNSS and ETS machines should be under the exclusive ownership of firm, under operational use with maintenance certificates and it must not be under hire or lease.	Payment Details with Copies of service and maintenance documents (TF4). Purchase invoices confirming the device Serial Number should be mentioned.  Valid License of processing software  Full max marks = 15  Min mark= 9 (Nine) for One Base Station Trans-Receiver Dual Frequency DGPS and Two DGPS Rovers) and two Numbers of ETS.  Extra for each set @ 1(one) marks

Sl No	Technical Eligibility Criteria	Credentials/Marks
3	<p>Service Provider should have Completed survey of:</p> <p>– <b>Minimum 50 km linear survey and Area survey of 100 Sq. Km (9 marks)</b></p> <p>for Central Govt. of India / any Indian State Govt. Organization / Indian Public Sector undertakings / State agencies / Large Private Sectors.</p> <ul style="list-style-type: none"> <li>• No of DGPS / ETS survey projects executed (Details of type of work executed, survey area extent in Km &amp; Sq.km, Instruments used and project cost etc. to be submitted.</li> <li>• Payment Details with Copies of work orders / agreement / completion certificates are to be enclosed with proper indexing &amp; references and page number.</li> <li>• Applicants experience in DGPS Survey to be submitted in the format specified in (TF-2)</li> </ul>	<p>Full Max Marks = 15 marks</p> <p>Min mark= 9 (Nine) for minimum 50 km linear survey and Area survey of 100 Sq. Km (9 marks).</p> <p>Extra @ 1(one) marks for each 50 km linear survey &amp; area survey of 100 Sq.km</p> <p>Maxed at 15 marks.</p>
3	<p>Service Provider should have executed one projects with Contract Value should be more than Rs. 03 lakhs Supporting documents need to be produce.</p> <p>Min mark= for minimum Rs 3 lakhs value single project (6 marks).</p> <p>for Rs 3-5 lakhs value single project (7 marks)</p> <p>for Rs 5-7 lakhs value single project (8 marks)</p> <p>for Rs 7-9 lakhs value single project (9 marks)</p> <p>for &gt; Rs 9 lakhs value single project (10 marks)</p>	<p>Payment Details with Copies of work orders / agreement / completion certificates,</p> <p>Max marks = 10 marks</p>
4	<p>Employing Minimum 4 Numbers of Engineering (Degree / Diploma) &amp; 2 Geoinformatics professionals on regular payroll, with valid EPF and ESI Numbers / Group Insurance Certificate.</p> <p>The technical employees should be at least</p> <p>2 Marks : Minimum 6 employees</p> <p>3 Marks : 6- 15 employees</p> <p>4 Marks : 15-20 employees</p> <p>5 Marks : &gt;20 employees</p>	<p>Name &amp; EPF Details with Latest EPF Certificate is to be provided.</p> <p>CV of the human resources to be submitted in the format as specified in (TF-3)</p> <p>Max Marks = 5 Marks</p>

Sl No	Technical Eligibility Criteria	Credentials/Marks
7	<p>No of DGPS / ETS survey projects executed (Details of type of work executed, survey area extent in Km &amp; Sq.km, Instruments used and project cost etc., <b>using ORSAC GCP Coordinates</b> are to be submitted.</p> <p>The no of projects executed by taking coordinates from ORSAC considering each request letter per projects. (irrespective of Project size and cost will be considered)</p>	<p>Details of ORSAC correspondence (tabular list) to be submitted.</p> <p>Max =10 marks</p> <p>2 projects : Minimum 6 marks.</p> <p>Extra 1(one) marks for additional number of requisitions for geo-coordinates per projects. maxed at 10 marks.</p>

**Minimum Tech Score for Selection in Empanelment shall be 36 out of 60 (60%).**

**A minimum Combined score of General and Technical of 60 Marks shall be the Selection Criteria for Empanelment.**

**For ORSAC's Outsourced DGPS & ETS Geospatial Survey works using the Empaneled Vendors, the Empaneled Vendors will be Graded based on the combined score as under:**

Sl. No	Marks	Category	Value of Work which may be outsourced to Empaneled vendors by ORSAC
1	91 or Above	A	More than Rs. 25.00 Lakhs
2	81-90	B	Rs. 10.00 <sup>+</sup> - Rs. 25.00 Lakhs
3	71-80	C	Rs. 5.00 <sup>+</sup> - 10.00 Lakhs
4	60-70	D	Up to Rs. 5.00 lakhs

**The above Combined Score of the Empaneled Firms may be utilized to evaluate the price offerings by the Empaneled Firms, towards DGPS / ETS Survey Works of ORSAC in a Mini-Max Price and QCBS Evaluation Mode, if necessary. Weightage of Firm's Tech Score will be 60 and Weightage of Price Offerings will be 40. For a tie situation, the firm having highest Tech score will be selected. In case further tie, the firm having highest DGPS Surveyed Area in Odisha will be selected. Last tie breaker will be the Annual Average turnover of the firm from DGPS & ETS Survey.**

**CHIEF EXECUTIVE**

## GENERAL APPLICATION FORMATS

### GF-1: Applicant's profile

RFA No. \_\_\_\_\_

Dated: \_\_\_\_\_

Name of work: **“DGPS AND GEOSPATIAL ETS SURVEY AS PER ORSAC’S DEFINED SOP OF GEOSPATIAL SURVEY”**

Sl.	Required Details of the Applicants	Applicants Response
1.	Name of the company/Firm	
2.	Company/Firm registered office address Telephone number e-mail	
3.	Correspondence/ contact address	
4.	Details of contact person (Name, designation, address etc.) Telephone number, e-mail	
5.	Is the company/firm a registered company/firm? If yes, submit documentary proof. Year and place of the establishment of the company	
6.	Former name of the company/firm, if any.	
7.	Details of the company with document such as a Government/ Public Sector Undertaking/ a proprietary firm/a partnership firm/a limited company or limited corporation/a member of a group of companies / a subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project/ a joint venture consortium (if yes, give name and address of each partner)	
8.	Is the company/firm registered with GST? If yes, submit valid certificate and number.	
9.	Is the company/firm registered for EPF and ESI? If yes, submit valid certificate. And regd. number	
10.	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the key officers. What is the total number of employees?	
11.	Number of years in the relevant field	



Sl.	Required Details of the Applicants	Applicants Response
12.	Is the company/firm registered with any Government/ Department/ Public Sector undertaking? (if yes, give details)	
13.	How many years have your organization been in business under your present name?	
14.	What type best describes your company/firm? (Documentary proof to be submitted) <ul style="list-style-type: none"> <li>- Manufacturer</li> <li>- Supplier</li> <li>- System Integrator</li> <li>- Consulting Firm</li> <li>- Implementation Agency (pl. specify details)</li> <li>- Software Development</li> <li>- Total Implementation Agency (Design, Supply, Integration, etc.)</li> </ul>	
15.	Number of offices / project locations in <ul style="list-style-type: none"> <li>- India:</li> <li>- Odisha:</li> </ul>	
16.	Please give details with contact no. of staff those will be involved in this project.	
17.	List the major ORSAC projects with whom your organization has been/ is currently associated.	
18.	What is the total year of experience of handling Government projects?	
19.	Have you ever been denied or debarred to work by any Government/ Department/ Public sector Undertaking? (Give details)	
20.	Submit receipt of latest Income Tax Return filed with Income Tax Department and PAN no.	

Signature: -

Name of the Authorized signatory:

Company Seal: -



**GF-2: Applicant’s Undertaking Statement**

Selection of Implementation Partner/support service provider for **“DGPS AND GEOSPATIAL ETS SURVEY AS PER ORSAC’S DEFINED SOP OF GEOSPATIAL SURVEY”**

**RFA No.** \_\_\_\_\_

We, M/s .....  
hereby confirm that we have read and understood the entire Application Document and accordingly submitted our Application proposal as follows:

We understand that the entire RFA document, Application including Application proposal circulars and addenda shall form part of the Contract Document and we undertake to sign and stamp each and every page of these documents if our offer is accepted.

Signed by duly authorized signatory.....

On behalf of

M/s.....

Company Stamp



**GF-3: CERTIFICATE OF COMPLIANCE (NO CONFLICT OF INTEREST)**

Firm's Name: .....

Address: .....

.....

.....

.....

We hereby certify and confirm that the entity named above, including all members, partners and persons associated with it shall not have any corporate, commercial or other links, relationship or agreements with any of the entities who will be entrusted with Implementation Partner for **“DGPS AND GEOSPATIAL ETS SURVEY AS PER ORSAC’S DEFINED SOP OF GEOSPATIAL SURVEY”**

(Authorized signatory):

Name:

Designation:

Signed this .....day of ..... 20\_\_

For the entity

Seal

#### **GF-4: CONFIDENTIALITY/ NON-DISCLOSURE UNDERTAKING**

This Confidentiality Undertaking (this “Undertaking”) is made by [ ] a corporate entity registered under the laws of [ ], whose address is [ ] (hereinafter referred to as the “Recipient”).

**WHEREAS**, the Recipient is entrusted to Implementation Partner for “**DGPS AND GEOSPATIAL ETS SURVEY AS PER ORSAC’S DEFINED SOP OF GEOSPATIAL SURVEY**”

**WHEREAS**, ORSAC has agreed to make available to the Recipient certain information to enable the “Recipient” to carry out the required services;

**NOW, THEREFORE**, the Recipient undertakes the following:

1. The above preamble shall form an integral part of this Undertaking.
2. For the purpose of this Undertaking the term “Confidential Information” shall mean any and all information, Geospatial data of ORSAC i.e. Spatial Images/GIS layers/DGPS Survey co-ordinates/Scanned maps given, sent or delivered to the Recipient whether in print, text, writing, via computer diskettes, compact disks, computer files of all kinds, or through any other audiovisual, tangible or intangible medium whatsoever, and designated in writing by ORSAC or its affiliates or Employers or which, under the circumstances surrounding disclosure, ought to be treated as confidential and shall include but shall not be limited to, any and all information, data, records, statements, processes, formulae, techniques, financial, technical, operational, commercial, staff, management, sales strategies, desires, goals or expansions and other information, data and expertise of whatever kind of ORSAC, including all lists of potential or existing Employers or customers, organizational information, contracts or agreements, proprietary business or management methods, marketing data, fee schedules, know-how, designs, concepts, techniques, inventions and ideas, business plans, computer software and programs, database technologies, systems, structures and architectures, research projects or trade secrets of ORSAC or its affiliates or Employers and shall include all computer files, documents, data and analyses prepared by ORSAC or its agents or its affiliates or Employers, which contain or are based upon Confidential Information. Confidential Information shall also include any information which can be obtained by examination testing or analysis of any such hardware, any component or part thereof, and software or material samples, provided or given access to the Recipient by ORSAC.
3. The obligation to maintain the confidentiality of Confidential Information shall continue to apply for five years after signature of this Undertaking. However, the said obligation does not apply to Confidential Information:
  - i. If the Confidential Information is generally available in the public domain (unless available as a result of breach of this Undertaking);
  - ii. If the Confidential Information is lawfully in the Recipient’s possession (as evidenced by the Recipient’s written records) and was not acquired directly or indirectly from ORSAC;
  - iii. If the disclosure of Confidential Information is required by any applicable law or by any supervisory or regulatory body to whose rules the Recipient is subject, or with whose rules it is necessary for the Recipient to comply.
4. If any proceedings are commenced or action taken which could result in it becoming compelled to disclose Confidential Information, the Recipient will, to the extent that it is lawfully

able, immediately notify ORSAC of such proceedings or action in writing and will take all available steps to resist or avoid such proceeding or action, including all steps that may reasonably be requested by ORSAC and keep ORSAC fully and promptly informed of all matters and developments relating thereto. If the Recipient is obliged to disclose Confidential Information to any third party, the Recipient will disclose only the minimum amount of information consistent with satisfying its obligation. Furthermore, the Recipient will give prior written notice of the information it proposes to disclose, the notice containing a copy of the proposed disclosure, and will give ORSAC an opportunity to discuss the relevant notice prior to any disclosure.

5. The Recipient will immediately upon receipt of a written demand from ORSAC:
  - i. Return to ORSAC all Confidential Information (and all and any copies thereof or of any part thereof);
  - ii. Expunge all Confidential Information from any computer or other similar device and all documents, forms, diskettes, compact discs, computer files or other tangible or intangible item containing Confidential Information together with all relevant samples and models which it has in its possession into which it was entered by it or on its behalf or by its advisers or representatives or on their behalf; and
  - iii. Destroy all notes, analysis or memoranda containing Confidential Information prepared by ORSAC or on its behalf or by its advisers or representatives or on their behalf.
6. The Recipient hereby expressly, unconditionally and irrevocably agrees that it shall:
  - i. Hold ORSAC's Confidential Information in strict confidence to itself and restrict access to such Confidential Information to only its employees who need to know it and shall further ensure that any such employees are bound by the obligations of confidentiality as stated in this Undertaking, and to hold all Confidential Information of ORSAC in strict confidence
  - ii. Treat such Confidential Information with at least the same care and precaution that the Recipient affords to its most confidential, valuable, and secret information
  - iii. Not use, exploit, access or benefit from such Confidential Information for any reason or purpose whatsoever
  - iv. Not use such Confidential Information in any way detrimental to ORSAC (it being acknowledged that any use or exploitation by the Recipient of the Confidential Information for any purpose whatsoever other than its own internal and non-commercial use, will be deemed detrimental to ORSAC)
  - v. Not to copy, keep, preserve, store or retain in any medium whatsoever any Confidential Information of ORSAC for any reason whatsoever, to that effect, the Recipient hereby expressly undertakes that it shall immediately upon the request of ORSAC, destroy any and all of the Confidential Information of ORSAC, which the Recipient has received from ORSAC
  - vi. Release such Confidential Information to a concerned "Recipient Representative" requiring such information only after advance written notification to ORSAC stating the name, address, telephone number and relationship to the Recipient of such Recipient Representative, and notifying such Recipient Representative to whom any disclosure of the Confidential Information is made that the disclosure is made in confidence, that the Confidential Information must be kept in strict confidence by the Recipient



Representative and that the Confidential Information as well as the Recipient Representative is subject to the terms of this Undertaking

- vii. Not to release, circulate, publish, expose, distribute, reveal, issue or disclose such Confidential Information through any medium or means whatsoever to any other person, persons, entity or entities without the prior express and explicit written consent of ORSAC, in which event the Recipient shall require such person or entity to enter into a confidentiality agreement acceptable to ORSAC
- viii. Take all reasonable steps to protect the Confidential Information from unauthorized access, production, publication, distribution, circulation, exposure, copying or disclosure by any party, in any manner, any means and any medium whatsoever
- ix. Comply with any and all instructions that ORSAC may issue in relation to the manner through which the Recipient may utilize the Confidential Information for the purposes of this article
- x. Notify ORSAC immediately upon discovery of any unauthorized use or disclosure of Confidential Information, or any other breach of this Undertaking by the Recipient and will cooperate with ORSAC in every way to help in regain possession of the Confidential Information and prevent any further unauthorized use of such.

7. The Recipient hereby expressly and unconditionally agrees that any and all of the terms, conditions and provisions contained within this Undertaking relating to the Confidential Information are of the essence, reasonable and necessary in order to protect ORSAC's business, reputation, best interests and goodwill. To that effect, the Recipient hereby expressly and unconditionally declares, understands and accepts that should the Recipient breach any of the terms conditions and/or provisions of this Undertaking, ORSAC shall suffer grave loss, damage and lost profits to its businesses, reputation, best interests and goodwill.

8. The recipient acknowledges and agrees that damages would not be an adequate remedy for any breach of this undertaking and that either party shall be entitled to the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such undertaking.

9. The Recipient hereby expressly and unconditionally understands and accepts that nothing in this Undertaking is intended to grant the Recipient any form of right, title or interest in or to any of the Confidential Information of ORSAC whatsoever, or to any invention, trade secret or intellectual property based thereon. By disclosing, presenting or providing Confidential Information to the Recipient, the Recipient fully and unconditionally understands and accepts that ORSAC does not grant any express or implied right interest or title to the Recipient or the Recipient Representative to any Confidential Information.

This Undertaking shall be governed by and construed in accordance with the laws of Republic of India. Any dispute arising out of or in connection with this Undertaking shall be referred to the Hon'ble High court of Odisha

Signed by authorized signatory of

M/s ..... (The Applicants)

seal



**GF-5: Performance Bank Guarantee**

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To,  
The Chief Executive  
Odisha Space Applications Centre,  
Government of Odisha,

Dear Sir / Madam,

WHEREAS .....(Name of the Implementation Partner)herein after called “the Implementation Partner” has undertaken, in pursuance of Contract, dated.....2020(hereinafter referred to as “the Contract”) to Implementation Partner for the project titled **“DGPS AND GEOSPATIAL ETS SURVEY AS PER ORSAC’S DEFINED SOP OF GEOSPATIAL SURVEY”**

AND WHEREAS it has been stipulated in the said Contract that the Implementation Partner shall furnish a Bank Guarantee (“the Guarantee”) from a nationalized bank for the sum specified therein as security for the project/performance of proposed solution as per the agreement.

WHEREAS we..... (“the Bank”, which expression shall be deemed to include it successors and permitted assigns) have agreed to give Odisha Space Applications Centre (ORSAC) the Guarantee.

Therefore, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of all sums due and payable by the Implementation Partner to ORSAC under the terms of their Agreement dated \_\_\_\_\_ on account of full or partial non- implementation and/ or delayed and/ or defective implementation. Provided, however, that the maximum liability of the Bank towards ORSAC under this Guarantee shall not, under any circumstances exceed \_\_\_\_\_ in aggregate.

2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from ORSAC stating full or partial non-implementation and/ or delayed and/ or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to ORSAC any and all sums demanded by ORSAC under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from ORSAC to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address:

- 3. ....
- 4. ....
- 5. ....



6. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of 12 months from the date of its execution. ver, the Guarantee shall, not less than 30 days, prior to its expiry, be extended by the Bank for a further period of 12 months. The Bank shall extend the Guarantee annually in the manner herein before provided for a period of five years from the date of issue of this Guarantee.

7. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:

i) any change or amendment to the terms and conditions of the Contract or the execution of any further Agreements.

ii) any breach or non-compliance by the Implementation Partner with any of the terms and conditions of any Agreements/credit arrangement, present or future, between Implementation Partner and the Bank.

8. The BANK also agrees that ORSAC at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against Implementation Partner and not withstanding any security or other guarantee that ORSAC may have in relation to the Implementation Partner’s liabilities.

9. The BANK shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of ORSAC or any other indulgence shown by ORSAC or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the BANK.

10. This Guarantee shall be governed by the laws of India and only in the Hon’ble High court of Odisha, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this the ..... Day of .....2022

Witness

(Signature)

(Name)

(Official Address)

Plus Attorney as per Power of

Attorney No:

Dated:

(Signature)

Bank Rubber Stamp

(Name)

Designation with bank Stamp

Dated:





**GF-6: EXPERTISE AND PAST EXPERIENCE (TICK FROM THE LIST)**

**Expertise in**

**R2V, CAD/ GIS base data conversion**

**Georeferencing of satellite image**

**DGPS & ETS survey**

**Photogrammetric Block Generation, DEM generation and editing, Ortho image generation and seamless mosaicking**

**Satellite image based thematic information extraction**

**GIS based database generation**

**Socio-Economic and utility survey**

**Web-GIS through open GIS Software**

**Application software development**

**Mobile App creation in both Android and IOS**

**[Priorities your expertise by placing numbers from 1 to 5 in the Corresponding boxes]**

**Attach Client Details**

**Attach separate sheets**

**SIGNATURE**

**SEAL**



## Technical Application Formats

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### TF-1: Technical Application Letter

To,

The Chief Executive

Odisha Space Applications Centre,

Government of Odisha,

**Sub:- “DGPS AND GEOSPATIAL ETS SURVEY AS PER ORSAC’S DEFINED SOP OF GEOSPATIAL SURVEY”**

Reference. RFA No. ....

Dated.....

**Sir,**

1. We hereby offer to provide the Services as per the SoP mentioned in the RFA
2. We do hereby undertake, that, in the event of acceptance of our Application, the Services shall be provided as stipulated in the schedule to the Application document and that we shall perform all the incidental services.
3. We enclose herewith the complete Technical Application as required by you. This includes:
  - i) This Application Letter
  - ii) Application Particulars
  - iii) Documents in support of the General/ Technical Eligibility Criteria**
  - iv) Documents in support of Technical Application Evaluation Criteria**

We agree to Application by our offer for a period of 180 days from the actual date of opening of the Technical Applications and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the Application proposal and the conditions of the Contract applicable to the Application proposal and we do hereby undertake to provide services as per these terms and conditions.

Certified that the Application proposer is a Company and the person signing the Application proposal is the duly constituted attorney. Application Security (Earnest Money) for an amount equal to Rs. \_\_\_\_\_ (Rupees \_\_\_ Lakhs Only) is enclosed in the cover containing Part-I of the Application .

We do hereby undertake, that, until a formal contract is prepared and executed, this Application, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this      Day of      2020

(Signature) (In the capacity of)

Duly authorized to sign the Application proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Applicants

Witness Signature:

Witness Name:

Witness Address:

**TF-2: Details of relevant experience in project execution**

Format for Relevant experience

Sl.	Item	Details	
General Information			
1.	Name of Project		
2.	Customer Name		
3.	Name, address and contact details of customer		
4.	Project Start Date		
5.	Project End Date		
Compliance Confirmation:			
6.	Nature of work (Govt. / Govt. undertaking, PSU etc.)	Supporting document provided	<i>[Mention the document from which it is evident, like Work order &amp; the Page no : ___(on which page of this Application the document is provided)]</i>
7.	<b>Nature of project</b> (on TS/DGPS Survey & Associated Data Processing & Geo-ICT Applications)	Supporting document provided	<i>As above</i>
A.	Application Development	Yes/No	
B.	Implementation	Yes/No	
C.	Operation	Yes/No	
D.	Maintenance and Support	Yes/No	
8.	<b>Project Location</b> (India or elsewhere)	Supporting document provided	<i>[Mention the document from which it is evident, like Work order &amp; the Page no : ___(on which page of this Application the document is provided)]</i>
9.	<b>Details of Equipment/Instrument used</b>	Supporting document provided	<i>[Mention the details along with purchase order copy]</i>
10.	<b>Value of Project</b>	Supporting document provided	<i>[Mention the document from which it is evident, like Work order, completion certificate etc. at Page: ___(on which</i>



			<i>page of Application the document is provided)]</i>
<b>11.</b>	Current project status (Completed/ Implemented & currently under maintenance/ Under implementation)	Supporting document provided	<i>[Mention the document from which it is evident, like Work order, at Page: ___(on which page of Application the document is provided)]</i>
<b>12.</b>	Project Completion / successful implementation date	Supporting document provided	<i>[Mention the document from which it is evident, like Work order, ORSAC certificate etc. at Page: ___(on which page of Application the document is provided)]</i>

**Dated this                      Day of                      2020**

**(Signature)**

**(In the capacity of)**

**Duly authorized to sign the Application proposal and on behalf of:**

**(Name and Address of Company)**

**Seal/Stamp of Applicants**

**TF-3: FORMAT FOR PROJECT TEAM MEMBER'S RESUME (LEAD MEMBERS)**

(Use the Format given below for each individual Resource)

1.	Name				
2.	Designation in Current Organisation				
3.	Date of Birth (dd/mm/yy)				
4.	Nationality				
5.	Total Years of Experience				
6.	No. of Years in Current Organization				
7.	Education	<i>Year</i>	<i>Degree/Diploma</i>	<i>Institution/University</i>	
8.	Other Training & Certifications				
9.	Language & Degree of Proficiency	Languages	Read (Excellent/Good/Fair)	Write (Excellent/Good/Fair)	Speak (Excellent/Good/Fair)
		English			
		Odia			
		Any other language			
10.	Summary of Experience				
11.	Skill Sets				
12.	Employment Record				
	From – To				
	Employer				
	Position Held				
	Activities conducted				

**Signature of the Employee****Signature of Employer  
seal**



**TF-4: List of ETS devices available with the Firm**

Sl .	Make & Model No.	Device Serial No.	Technical Specifications	Date of purchase & Payments made	Supporting Invoice at Page#

SIGNATURE & SEAL

**TF-5: List of DGPS devices available with the Firm**

Sl .	Make & Model No.	Device Serial No.	Technical Specifications	Date of purchase & Payments made	Supporting Invoice at Page#

SIGNATURE & SEAL

**TF-6: List of DGPS / ETS Processing and GIS SW available with the Firm**

Sl .	GIS Desktop/ Server SW	License No.	Technical Specifications	Date of purchase & Payments made	Supporting Invoice at Page#

SIGNATURE & SEAL

Sl .	DGPS Processing SW	License No.	Technical Specifications	Date of purchase & Payments made	Supporting Invoice at Page#
<b>SIGNATURE &amp; SEAL</b>					



## Annexure-A

### Scope, Standard and SOP of DGPS Survey Works

Odisha Space Application Centre (ORSAC), Bhubaneswar was identified as the nodal agency to carry out DGPS/ETS survey. The centre is also responsible for verification and authentication of Forest Diversion Proposals (FDP) surveyed through DGPS/ETS by competent empanelled survey agencies on behalf of User Agency regarding “Submission of Geo-referenced Digital data while filing Forest Diversion Proposal for non-forest use” under Forest Conservation Act, 1980 as required by the Govt. of India, Ministry of Forest and Environment vide their circular F. No.11-9/98 dated 08.07.2011. Subsequently it was decided that if any compensatory afforestation project proposal in lieu of Forest Diversion Proposal will be also forwarded by Forest Dept., ORSAC will carry out the verification and authentication of the data. As per the circular of MoEF Govt. of India & State Govt. in F & E Department notification on Forest areas proposed to be diverted for Non-forest use (vide letter no.18393/F&E, dt.13-10-2011); ORSAC (as the nodal agency) is undertaking DGPS/ETS survey and technically authenticate survey undertaken by empaneled DGPS/ETS survey agencies.

Govt. of Odisha has also recognized ORSAC as the Nodal agency for the purpose of DGPS survey to facilitate digitization and geo-referencing of Mining Lease map in 2010 to comply with the IBM (Ministry of Mines, Govt. of India) circular on geo-referencing and DGPS survey of Mining Lease boundary. Accordingly, each Lessee of the individual Mining Lease has to apply ORSAC for DGPS survey for their lease. Further, Steel & Mines Department, Govt of Odisha issued an order in 2014 for joint survey of all Iron & Manganese mines of the state by constituting representatives from ORSAC, Revenue, Forest and Mining Department. The centre is also assigned as nodal agency for DGPS survey exercise for all the Minor Minerals and Sairat sources (sand, stone, morrum quarry etc.) of the State.

#### **The following broad tasks shall be undertaken by the empaneled vendors.**

1. All necessary works and deliverables as required by different Departments of Government of Odisha relating to ETS/GPS/DGPS survey.
2. Geo-Referencing of Revenue/Forest Lands in Odisha, using High Accuracy DGPS Survey, Remote Sensing and Modern GIS Technologies.
3. Collection of all types of data, maps and documents relating to Revenue/Forest land records. Such land should include all types of Revenue lands as per Revenue Department records, GA lands, notified forests (RF, PRF, PF, VF), revenue forests (as per cadastral RoR), Sabik forests (Recorded as forest as of 1980, but not being shown as forest in post 1980 settlements), Deemed Forest (Recorded as Non-Forest but containing Forest Growth as per Dictionary meaning of Forest), DLC forest, Forest land diverted for non-forest purpose and Forest land settled under Forest Right Act.
4. Collection of land records and maps to identify and map survey/project areas.
5. GIS-based analysis of land boundaries.

6. Joint field verification as per Government of Odisha notification as per the work order and user department requirement.
7. Identification, Demarcation and Monumentations of all the pillars as per the work order and user department requirement.
8. Survey to be done as Sub-meter Accuracy DGPS Survey, deploying RTK enabled or GBAS / GAGAN SBAS supported dual frequency high sensitivity GNSS / GPS Receiver cum Rover; as per the requirements of ORSAC; and preparation of the required Geo-referenced maps both in paper printed and Web-Map publishing format in Appropriate Scales of variations .
9. Recording the RTK Enabled and differentially corrected DGNSS readings, in RAW and RINEX Format using the Dual Frequency DGPS Receiver cum Rovers (along with source file, all error charts and outputs). The recorded value should have minimum 8 decimal places in degrees for Latitude and Longitude, including height above MSL and HAE in cm and the area and perimeter of the surveyed polygon in Km<sup>2</sup> and Km respectively.

#### **10. ESTABLISHMENT OF BASE POINT/POINTS**

ORSAC will provide two known locations to establish point/points to use as BASE POINT/POINTS for further DGPS survey and processing of survey data for the proposal using the co-ordinates of these Base point/points. Vendor can establish as many base points as required in the project area using these two known locations. After the survey for base point/points, the agency would submit the survey data at ORSAC in RAW and RINEX format, to receive the co-ordinates of the point/points. If it is more than one point, all the points should be properly networked (if the required base point is more than one), so that at the time of processing of the submitted data for co-ordinates of base points, the data fulfil all the parameters set by ORSAC for establishment of Principal Control Points (PCP). After processing of surveyed data and receiving requisite processing fee, ORSAC will provide the co-ordinates of base point/points and communicate the same to concerned D.F.O, Tahasildar and Mining Officer (in case of a mine) with the request to depute their representatives to post forest pillars on identified points in the project area to be surveyed and should remain present at the time of survey.

#### **11. OBSERVATION GUIDELINES FOR ESTABLISHMENT OF BASE POINT/POINTS**

The PCPs or Base points will be established by simultaneous observation along with two reference points provided by ORSAC by trilateration method in Static mode of observation.

ORSAC has established PCPs (PCPs- Primary Control Points and SCPs (SCPs- Secondary Control Points) network in some of the districts and Reference/Base points for rest of the area of the state. ORSAC will provide PCPs (two reference/base points) nearest to the project area. The DGPS survey will be undertaken with reference to above reference points.

#### **12. ESTABLISHMENT OF PCP**

- 12.1 The PCPs or Base points will be established by simultaneous observation along with two reference points provided by ORSAC by trilateration method in Static mode of observation with following parameters:





Epoch interval	-	05 seconds
Observation hour		02 hours within 10Km distance
		04 hours within 10Km to 50Km distance
		08 hours within 50Km to 200Km distance

- 12.2 All the observations should be carried out through Dual/Multi frequency standard DGPS Instrument.
- 12.3 The triangle of observation preferably should be an equilateral triangle. However, no angle should be less than 30° or more than 120° and would not be acceptable beyond the specified limit.
- 12.4 Point of observation should be open to sky. The sky should be clear up to 15 0 Cut-off angle. There should not be any tower, power transmission line, etc., present nearby to affect the observation reading.
- 12.5 Threshold values of PDOP (Positional Dilution of Precision)/HDOP (Horizontal Dilution of Precision) for each observation should not exceed 05.
- 12.6 The vendor shall collect the geo-coordinates in WGS-84 datum and UTM projection

### 13. SURVEY OF SECONDARY CONTROL POINTS (SCPs)

- 13.1 RTK (Real Time Kinematic) mode of observation:  
 Distance from PCP - 2 to 5 Km  
 Duration of observation - 15 seconds or more with fixed solutions
- 13.2 Rapid Static/ Fast Static mode of observation:  
 Distance from PCP – within 10 Km  
 Duration of observation - 15 minutes or more with fixed solutions
- 13.3 PPK (Post Process Kinematic) mode of observation:  
 Distance from PCP – within 05 Km  
 Duration of observation - 05 minutes or more with fixed solutions  
 Logging interval - 5 seconds
- 13.4 RTX (Real Time Extended) mode of observation:  
 Distance from PCP – within 05 Km  
 Initialization time at control point (PCP): up to 20 minutes  
 Duration of observation – 10 to 15 seconds with all ambiguity resolved

### 13.5 TOTAL STATION OBSERVATION:

When no or poor satellite signals are available during observation, integrated

Total station is to be used.

Accuracy: same as DGPS standard

### 14. MAP GENERATION

All Revenue forest/Khasara Forest/Village forest/DLC forest/non-forest land recorded as forest as on after 25.10.1980 plots proposed for diversion/compensatory afforestation are to be shown on the geo-referenced cadastral sheets (the drawn plot boundaries in the submitted map should match with corresponding plot boundaries of cadastral sheet) and coordinates of all the boundary demarcation points of the forest plots are to be shown with derived co-ordinates.

The survey points used for geo-referencing of cadastral sheet and the derived co-ordinate points are to be shown in different symbols. For the demarcation of R.F/P.R.F./P.F./D.P.F. patch boundaries proposed for diversion/compensatory afforestation should be carried out only using the DGPS/ETS surveyed points. During map generation the survey agency must compare the allotted area with map/surveyed area and if a variation of more than 5% between allotted area and map area is observed, then the plot wise variation must be brought to the notice of concerned Tahasildar through the user agency for necessary correction and after necessary correction the data should be submitted for verification. All forest areas proposed for diversion should be shown within approved project boundary/corridor (in case of linear projects) and within DGPS surveyed ML boundary for ML areas. After this the data (both survey as well as maps) would be submitted to concerned Divisional Forest Officer for ground verification and verification of required documents. After his due verification, the D.F.O. will forward the required data to ORSAC for verification and authentication.

### 15. DELIVERABLES AT ORSAC

All the survey data should be submitted at ORSAC for verification in both soft and hard copy format.

The vendor shall submit survey data in both RAW and RINEX format. Also the vendor should submit the Base line Report/ Project file/ Point list (used) of survey data and .shp files of survey points.

The vendor shall submit survey data in both RAW and RINEX format. Also the vendor should submit the Base line Report/ Project file/ Point list (used) of survey data and .shp files of survey points.

The co-ordinates of survey points in latitude/longitude and Easting/Northing shall be submitted with up to 5 digits after decimal point, and Elevation Height/Ellipsoid Height with up to 3 digits after decimal point.

Soft copy of geo-referenced cadastral sheets (the cadastral sheet should be copied from mother sheet as it is i.e. without any distortion), .shp files of forest areas proposed for diversion/ C.A. areas/ .shp files of surveyed points and georeferenced derived points (separately) are to be submitted at ORSAC for verification.



Authenticated land schedule from the concerned Tahasildar or equivalent Revenue authority for the project area showing both Hal and sabik kissam (as on 25.10.1980) village wise Revenue Forest plots to be submitted along with other required data. If in any project proposal no sabik kissam forest area is coming then a certificate from District Revenue Administration may be obtained and submitted at ORSAC (as decided in 15th. CCI-PMG Review Meeting held on 10.03.2017 under the Chairmanship of Chief Secretary, Govt. of Odisha) should be submitted in this regard. D.L.C. plot list coming in project area should be collected from concerned D.F.O. Also R.F./P.R.F./P.F./D.P.F. areas allotted for the project is to be certified by concerned D.F.O.

The signed format of Forest, Revenue and Mining (in case of mines) officers who remained present during the survey also to be submitted.

Minimum two sets of hard copy maps should be submitted for comparison with soft copy maps and certification. The submitted hard copy map should clearly indicate the name of the Project, map direction, scale, DGPS/ETS survey co-ordinates, derived co-ordinates, comparative area statistics i.e allotted area with map area, legend and the name of the agency with its logo and signature of the authorized person of the agency. If map set consist of more than one map then along with cadastral sheet wise Revenue forest areas and patch wise R.F./P.R.F./P.F./D.P.F area maps, one INDEX map should be submitted showing details of project area with other map information as mentioned above. The right of acceptance or rejection of work/job will rest with ORSAC. In case of rejection, re-observation shall be made by the survey agency.

16. In some cases, GIS mapping of other topographic features referring to satellite image, topo sheets and preparation of Notified forest boundary maps with DGPS boundary coordinates and Generation of DEM can be assigned.
17. To Sanitize, Collate, Homogenize, Quality Checking and Certify the Technical Authenticity of all DGPS Surveyed and Georeferenced Data should be submitted also on on a common “OGC Compliant” Open Sourced based Geodatabase Platform.
18. Any other necessary requirements which is not mentioned in this RFP but may arise in the course of executing the work should be undertaken by the vendor.

End of Notice

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**Sd/-**  
**Chief Executive , ORSAC**