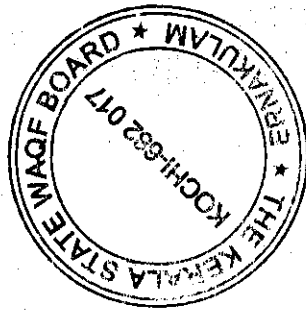


കേരള സ്റ്റേറ്റ് വഖ്ഫ് ബോർഡ് വിജ്ഞാപനം

കേന്ദ്ര സർക്കാരിന്റെ “സ്കീം ഓഫ് കമ്പ്യൂട്ടറൈസേഷൻ ആൻഡ് സ്ട്രെങ്തനിംഗ് ഓഫ് സ്റ്റേറ്റ് വഖ്ഫ് ബോർഡ്സ്” പദ്ധതിയുടെ ഭാഗമായി വഖ്ഫ് വസ്തുക്കളുടെ GIS Mapping നടത്തുന്നതിന് സർവ്വെ അസ്സിസ്റ്റന്റ് തസ്തികയിലേക്ക് ഉദ്യോഗാർത്ഥികളേയും GIS സർവ്വെ നടത്തുന്നതിനായി ഏജൻസികളേയും ക്ഷണിക്കുന്നു.

- 1) സർവ്വെ അസ്സിസ്റ്റന്റ് : ബിരുദം/ഡിപ്ലോമ, സർവ്വെ സംബന്ധമായ പ്രവൃത്തി പരിചയം എന്നിവയാണ് യോഗ്യത. റീട്ട. റവന്യൂ, സർവ്വെ, വഖ്ഫ് ബോർഡ് ഉദ്യോഗസ്ഥർക്കും അപേക്ഷിക്കാവുന്നതാണ്.
- 2) GIS സർവ്വെ : ആധുനിക GIS ഉപകരണങ്ങൾ ഉപയോഗിച്ച് കുറഞ്ഞത് 2 വർഷം പ്രവൃത്തി പരിചയമുള്ള ഏജൻസികളാണ് അപേക്ഷിക്കേണ്ടത്

വിശദ വിവരങ്ങൾ www.keralastatewafboard.in എന്ന വെബ്സൈറ്റിൽ ലഭ്യമാണ്. അപേക്ഷകൾ 2018 ഫെബ്രുവരി 15 വൈകിട്ട് 3 മണിക്ക് മുമ്പായി കേരള സ്റ്റേറ്റ് വഖ്ഫ് ബോർഡ്, വി. ഐ. പി റോഡ്, കലൂർ, കൊച്ചി 682017 എന്ന വിലാസത്തിൽ ലഭിച്ചിരിക്കേണ്ടതാണ്.



CHIEF EXECUTIVE OFFICER
KERALA STATE WAQF BOARD
V.I.P ROAD, KALOOR
KOCHI-682 017



REQUEST FOR PROPOSAL (RFP)

FOR

**OUTSOURCING THE WORK OF GIS/GPS SURVEY OF
WAQF PROPERTIES & UPDATATION**

FOR

AN ON-LINE WAQF MANAGEMENT SYSTEM OF INDIA

UNDER

**THE GOVERNMENT OF INDIA SCHEME OF
“COMPUTERIZATION OF THE RECORDS &
STRENGTHENING OF STATE WAQF BOARDS”**

**KERALA STATE WAQF BOARD
VIP ROAD, KALOOR
KOCHI 682017
PH: 0484 2346091, 2101485
EMAIL:CEOKL@WAKF.GOV.IN**

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Time Table

1.	Tender No.	A4-6660/17
2.	Tender Open	20.01.2018
3.	Pre-Bid Meeting	
4.	Last date of submission of bid	30.01.2018 ext. to 15.02.2018 3 PM
5	Tender opening date(Technical/Financial)	16.02.2018 3 PM
6.	Cost of the tender document (Rs)	1100.00
7	EMD	2.00Lakh

DISCLAIMER

The information contained in this Request for Proposal document (the “**RFP**”) are subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Kerala State Waqf Board or any of its authorized officer or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Kerala State Waqf Board to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Kerala State Waqf Board in relation to the Scheme. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Kerala State Waqf Board, its authorized officer or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Kerala State Waqf Board accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Kerala State Waqf Board, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort or principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Kerala State Waqf Board also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Kerala State Waqf Board may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Kerala State Waqf Board is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Scheme and the Kerala State Waqf Board reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Kerala State Waqf Board or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Kerala State Waqf Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

INTRODUCTION

On the recommendation of the Joint Parliamentary Committee on Waqf, a Central Sector Scheme of “Computerization of the Records of State/UT Waqf Boards” was launched by the Ministry of Minority Affairs, Govt. of India in December 2009 i.e., during 11th Plan Period and the Scheme is continuing during the 12th Plan Period & after evaluation of the Scheme it is further continuing 2017-18 to 2019-20 Financial Year and the Scheme has been modified to Scheme of Computerization of Records & Strengthening of State Waqf Boards. The Ministry has made the **Central Waqf Council** (hereinafter called as **CWC**), a nodal agency and the CWC has made Kerala State Waqf Board hereinafter called as **KSWB**) as an implementation agency to carry out the work of Phase wise by engaging outsourcing agency/agencies after following the due procedure.

OBJECTIVE

Waqf Properties are spread all over the country. These properties are not being properly utilized for generating optimum revenue that could be used for more welfare activities. Besides, old ownership right establishing documents pertaining to these Waqf Properties are deteriorating day-by-day and, therefore, their GIS/GPS of Waqf Properties is very much needed.

Implementation of **Centralized Web-based Integrated Work-Flow WAMSI On-line System** (hereinafter called as **WAMSI On-line System**), will enhance the efficiency of State/UT Waqf Boards by monitoring their Waqf Properties, prevent encroachments by means of GPS generated Layouts, get up-to-date information on revenue generated and trends analysis over a period of time, to know the status of leases, rent collection & rent due on defaulters, fight legal cases on time with the help of reports generated on forthcoming Court Hearing dates.

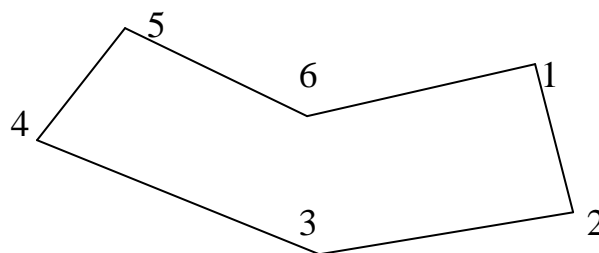
GPS/Photography/ Management Survey-SCOPE OF TECHNICAL WORK

Scope of Technical Work in GPS/Photography/Management Survey for WAMSI On-line System is divided into Three (3) Sub-tasks (Deliverables), which are as follows:

- A. Collect GPS Coordinates using maximum accuracy machines available on today (all the Vertices of the Property Layout).
- B. Five (5) Geo-tagged Photographs of the Waqf Property.
- C. Mutawalli (Management) Detail (including Approvals, Photographs & ID Proofs).

METHODOLOGY FOR COLLECTING THE DATA**Sub-task A. [Collect GPS Coordinates (all the Vertices of the Property Layout)]**

1. Fill the Basic Details in “Blue Pen” on “Paper Form” of every individual Waqf Property in accordance with its data available in WAMSI On-line System identified by its WAMSI-ID (i.e., “Waqf ID” plus “Prop ID”).
2. Ascertain it’s Exact Area with proper Measurement Unit either through ownership Documents of the Waqf Estate or by Revenue Records or by consulting “Mutawalli” and correct it on Paper Form in “Red Pen” along with “Source Name”.
3. Draw a “Layout” on the Paper Form with Blue Pen with “Straight Lines” close resemblance to the “Actual Layout” and also mark their “Vertices” either Clock-wise or Anti-clock wise in Serial Numbers (i.e., 1, 2, 3, 4, 5, 6,).



4. Fill-out Mutawalli/Management Committee Details (Full Name, Aadhaar Number, Designation, Address, and Mobile Number, Email etc. (In case of Trust or Committee name and details of all office bearers).
5. Each vertex’s GPS Coordinates must be in Pair (Latitude and Longitude in decimal format up to 8 Decimal Places). For example: Vertex#1 (28.46238233, 77.53668799), of all Vertex#1 (28.46351387, 77.53641139), etc. Fill accordingly in “Paper Form” of all Vertices as well as write “XML File” in the given Format.

6. Write any “Remark” about Property or its Current Status in the “Paper Form” (if any).
7. Signed with Date and Full Name (by GPS Surveyor).

Note: All the Hardcopies as well as Softcopies must be handed-over in the given formats.

Sub-task B. [Five (5) Geo-tagged Photographs of the Waqf Property]

1. Maximum Size of each Photograph File: 500KB.
2. Format of Photograph File: JPG.
3. Waqf ID, Prop. ID & Date of Photography must be written on front base of each Photograph.
4. All Photographs must be Geo-tagged (i.e., with Latitude & Longitude of Property).
5. Take Five (5) Photographs from all Angles (4 sides + 1 inside). In case of Mosque “Inside” Photo must be a “Prayer Times Board” Photo, generally kept inside the Mosque (illuminated in the night).

Note: All Soft copies (1 XML File plus 5 JPG Files for each Waqf Property) must be handed-over in the given formats.

Sub-task C. [Mutawalli (Management) Details (including Approvals, Photographs & ID Proofs)]

Mutawalli/Management Committee Approval Letter from State Waqf Board or Waqf Deed or any legal document declaring him/them as approved Mutawalli/Management Committee in PDF Format.

For each person in the Management Committee or Mutawalli following is required:

- ✓ Each Person Details (Name, Designation, Address, Mobile, Email (if any)).
- ✓ Each Person PP Photo (geo-tagged at Property) with Name & Date written.
- ✓ Each Person Identity Proof (preferably Aadhaar Card).

General Conditions:

1. Maximum Size of each Photograph/Document File: 500 KB.
2. Format of Photograph File: JPG.
3. Format for Document File: PDF.

4. Person Name & Date of Photography must be written on front base of each Photograph.
5. All Photographs must be Geo-tagged (i.e., with Latitude & Longitude of Property)

Sub-task D. Update the Filled in collected Data into the WAMSI Portal (ie, GPS Coordinates, Photos, XML file, Mutawalli/Management Details

All Softcopies (1 XML File plus required number of JPG & PDF Files for each Waqf Property Management) must be handed-over in the given formats.

NOTE:

The Agency will provide complete Methodology & Action Plan for GIS/GPS Survey of Waqf Properties across the Kerala State, Data/Documents Collection, Metadata Sheet Filling, and Data Entry keeping in view the data integrity, validation and reconciliation. The Agency will work in synchronization with the System Implementer (i.e., NIC-HQ, PMU (WAMSI), New Delhi) to ensure the quality of GIS/GPS data fed into the WAMSI On-line System. The ultimate objective is to carry out the task in stipulated time. Once the data is entered into the Systems, it will be validated against the physical records. The Agency will work in close collaboration with The State Waqf Board and its offices, Survey Department, Revenue Department and District Collector to ensure that valid data is entered correctly.

Terms & Conditions for the work to be carried-out

- a) The Agency has to make its own arrangements for all kinds of instruments required for the above work to complete the activities as per scope of work and adhering to the given timelines.
- b) Collection of data and data entry will be done by the Agency. It will be the sole responsibility of the Agency to collect & arrange the Waqf property files in proper order Waqf ID-wise, from the Board or its offices, or other departments from where the data can be verified.
- c) Agency will visit the site of the Waqf Property and other connected departments to get the information with reference to Auqaf Register/Gazette Lists etc. provided by the Kerala State Waqf Board.
- d) It will be the responsibility of the Agency to get the details certified from Kerala State Waqf Board” s designated Nodal Officers before entering into the WAMSI On-line System.

- e) MIS Reports pertaining to progress of the work will be shared with Kerala State Waqf Board on monthly basis.

GIS/ GPS Survey Processing Locations

Kerala State Waqf Boards Head office and Divisional offices are maintain the records of Waqf Properties falling in their geographical region.

BIDDING PROCESS

I. Two-Bids System

The tender will be a **Two-Bids System** i.e., Technical and Financial Bids. The tender should be submitted in two sealed covers.

The first sealed cover should be superscribed as “**Technical Bid**” and should contain:

- a) Performa conforming to Form-I & Form-II, duly filled-in.
- b) Bidder profile including previous experience of GIS/GPS data entry to Central/State Government/ Departments/Public Sector Undertakings etc.
- c) Acceptance of Tender Terms and Conditions by the Bidder.
- d) Demand Draft as Bid Processing Fee and Earnest Money Deposit.
- e) Other required documents as mentioned in Form-I & Form-II.

The second sealed cover should be superscribed as “Financial Bid” and should contain:

- a) Performa conforming to Form-III, duly filled in.

Note: The bidder should quote his Service Charges (inclusive of all Statutory Taxes/GST) in Indian Rupees only.

Both the sealed covers should be put together into another bigger envelop which should be superscribed as “**Tender for GIS/GPS of Waqf Properties**” and should reach in the office of the Kerala State Waqf Board on the given address on or before 15.02.2018 at 3.00 PM. The Technical Bid will be opened on 16.02.2018 3.00 PM in the Conference Room of **Kerala State Waqf Board, VIP Road, Kaloor, Kochi 682017**. Any of the participating agencies like to be present at the opening of Technical Bids, they may do so.

The KSWB shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Bidding Documents or the Bidding

II. Bidders General Qualifications:

- a. The Agency should have been in existence for not less than two years.
- b. The Agency should be Public Limited Company/ Private Limited Company/ Educational Institution/ Research Institution/Autonomous Bodies/ Government Agencies/ Universities having expertise in the GIS Mapping work.
- c. The Agency should have PAN/TAN number and GST Registration number.
- d. The annual turnover of the agency should be minimum of Rs. 50.00 lacs per annum for last 3 Financial Year.
- e. The agency should have at least three years experience in providing such services to the State/Central Government/CPSUs and completed at least 2-3 similar projects.
- f. The agency should not be black listed by any Govt. Department/Organization.
- g. The Agency can give quotation for areas like Districts/States/Regions or for entire estate.

III. Verification and Disqualification

The Kerala State Waqf Board reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. The RFP or the Bidding Documents and the Bidder shall, when so required by the Kerala State Waqf Board, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the KSWB shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Kerala State Waqf Board there under.

Kerala State Waqf Board reserves the right to reject any Bid and appropriate the Bid Security if:

- i. at any time, in case a material misrepresentation is made or uncovered, or
- ii. The Bidder does not provide, within the time specified by the KSWB, the supplemental information sought by the KSWB for evaluation of the Bid.

In case it is found during the evaluation or at any time before signing of the agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any

materially incorrect or false information, the Bidder shall be disqualified forthwith.

IV. Bid processing fee & Earnest Money Deposit (EMD):

The applicants shall also furnish processing fees of Rs. 1100.00 (Rupees One Thousand One Hundred Only) and Earnest Money Deposit (EMD) as Bid Security amounting to Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft/ Pay Order, issued by a Scheduled Bank in Kerala drawn in favour of "Chief Executive Officer Kerala State Waqf Board" payable at "Ernakulam". The earnest money will be returned to the unsuccessful bidders without any interest. However, the Earnest Money of the successful bidder shall be retained as Security Deposit by KSWB. Such negotiable instrument should be valid for at least 60 days beyond the validity prescribed. (Agencies of Kerala Government/Government Undertakings are exempted from EMD fee.)

V. Forfeiture of bid security

The bid security may be forfeited either in full or in part at the discretion of KSWB, on account of one or more of the following reason:

- i. The bidder withdraws his Bid during the period of Bid validity specified by him on the Bid Letter Form.
- ii. The bidder fails to co-operate in the Bid evaluation process.
- iii. If the bid or its submission is not in conformity with the instruction mentioned herein.
- iv. If the bidder violates any of the provisions of the terms and conditions of the tender.
- v. In the case of a successful bidder fails to
 - (a) Accept award of work
 - (b) Sign the contract agreement with KSWB, after acceptance of communication on placement of award
 - (c) Furnish performance security
 - (d) Fails to sign the contract agreement in time.
 - (e) The bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of KSWB in timely finalization of this tender.

The decision of KSWB regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances.

VI. Evaluation of bids:

The Evaluation Committee (EC) will evaluate the competence of the agencies to

supply requisite services in the required category based on record, profile, and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.

KSWB reserves the right to reject the tender at any time without assigning any reason.

Award of Contract:

On the acceptance of tender/ bid for awarding the contract, KSWB will notify the successful bidders in writing/ web site that their tender/bid has been accepted. The successful bidder will have to sign an Agreement with KSWB. After signing of the Agreement with KSWB, no variation or modifications of the terms and of the contract shall be made except by written amendment signed by both parties. Also all the terms and conditions of the tender documents shall be a part of the agreement.

Performance Bank Guarantee

Within 15 days the successful Agency will execute a Performance Guarantee for 3% of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Scheduled Commercial Bank in an acceptable form or in the form of Fixed Deposit Receipt pledged in favour of “Chief Executive Officer Kerala State Waqf Board”. The Performance Guarantee should remain valid for a period of 60 days beyond the completion of the period of contract.

GENERAL TERMS AND CONDITIONS

I. Contract Period & Payment Cycle:

The term of the contract will be for the 2017-18 to 2019-20 Financial Year periods.

The payment will be released on pro-rata basis on quarterly R/A Bills after verification by the concerned SWB designated Nodal Officer and random checking by KSWB for the quantum of work completed during the period.

II. Performance Bank Guarantee (PBG):

The PBG will be forfeited if the bidder withdraws from the work or if found by KSWB that bidder is not following the legitimate means to complete the work then bidder will be suspended from immediate effect and the amount will be forfeited.

III. Penalty Clause:

During the contract period, The Board can terminate the contract by giving one month notice in advance and any amount due on KSWB shall be forfeited. KSWB shall levy appropriate penalty for deficiency in services or for violation of any terms of the contract.

Any delays from the time schedule to be stipulated by the Kerala State Waqf Board for items of work listed in the Scope of work, would invite a penalty of 1% of the annual cost of assignment per week, subject to a ceiling of 10% of the cost of assignment, besides other action for under performance/undue delays, including forfeiture of Performance Guarantee and blacklisting of the Agency as may be deemed fit by the Kerala State Waqf Board.

IV. Withdrawal/Amendment to RFP:

At any time prior to the last date for receipt of bids, the KSWB may for any reason whether on its own initiative or in response to a clarification requested by a prospective Outsourcing Agency modify the RFP document by an amendment. In order to provide prospective outsourcing agency a reasonable time in which to take the amendments into account in preparing their bids. The KSWB may at its discretion extend the last date for the receipt of Bids and/ or make other changes in the requirements set out in the invitation to RFP.

KSWB reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal without assigning any reasons.

V. Rejection of Bid:

The application/bid for Engagement of Outsourcing Agency is liable to be rejected if:

- a. The application is not submitted in proper sealed cover with superscription as indicated.
- b. The application is not in prescribed format and not containing all required details/documents.
- c. The application is not properly signed.
- d. The application is received after the expiry of due date and time.
- e. Offer is received by telex, fax, telegram or email.
- f. Offer is received without the Bid Processing Fees and EMD.

VI. The KSWB reserves the right:

- a) To reject any/all applications without assigning any reasons thereof.
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the KSWB and the objective of the scheme without assigning any reasons thereof.
- c) To include any other item in the Scope of Work at any time after consultation.

VII. Validity of applications/bid:

The Application Bid shall be valid for a period of 180 days from the last date of submission of applications.

KSWB retains the right that in exceptional circumstances at its own discretion it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

VIII. Disclaimer

KSWB shall not be responsible for late receipt of application for any reason whatsoever. The applications received late will not be considered and will be returned unopened to the applicant.

The Kerala State Waqf Board reserves its right to summarily reject offer received from any Agency on national security considerations, without any intimation to the bidder.

Agencies submitting proposals will not be permitted to alter or modify their bids after submission of the same.

The Kerala State Waqf Board reserves its right not to accept bids from agencies resorting to unethical practices.

IX. Termination:

Kerala State Waqf Board may terminate the Contract of the Agency in case of the occurrence of any of the events specified below:

- i. If the Agency becomes insolvent or goes into compulsory liquidation.
- ii. If the Agency, in the judgment of Kerala State Waqf Board, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- iii. If the Agency submits to Kerala State Waqf Board a false statement which has a material effect on the rights, obligations or interests of Kerala State Waqf Board.
- iv. If the Agency places itself in position of conflict of interest or fails to

- disclose promptly any conflict of interest to Kerala State Waqf Board.
- v. If the Agency fails to provide the quality services as envisaged under this contract, reasons for the same would be recorded in writing.

In such an occurrence Kerala State Waqf Board shall give a notice in writing before terminating the Contract of the Agency.

FORM-I: RFP LETTER OF PROFORMA

To,

Chief Executive Officer
Kerala State Waqf Board
VIP Road, Kaloor
Kochi 682017

Subject: Engagement of Outsourcing Agency for GIS/GPS Survey of Waqf Properties & feeding of data/documents in the WAMSI On-line System.

Dear Sir,

We have read and examined the details contained in the RFP Document including the work specified in the Scope of Work Section in respect of Waqf Properties under the control of various State/UT Waqf Boards in India. Our contact details are as follows:

S.N.	Name of the Principal Applicant
1.	Address
2.	Name of the contact person to whom all references shall be made regarding this bid
3.	Designation of the person mentioned above
4.	Address of the person mentioned above
5.	Telephone (with STD Code)
6.	Mobile No. of the contact person
7.	Email address of the contact person & the organization.
8.	Fax No. (STD Code)

Documents forming part of response to RFP

- Statement of Applicant in Form II.
- Date of establishment of the agency.
- Whether registered with concerned Govt., authorities (Copies of all Registration. Certificates).
- PAN/TAN/GST No. (Copy to be enclosed).
- Service Tax registration no. (Copy to be enclosed).
- Whether the firm is black listed by any Govt. Department: Yes/No
- Details/ List of Govt. Department/Organization where such personnel were supplied.
- PF/ESI Registration Number
- Last 3 year's Balance Sheet/ Audited Statements of Accounts.
- Details of service being provided in last 3 years & service in hand. The client certificate may be attached.
- Income Tax Return for last three year.
- Bid processing Fee by Demand Draft No. _____ Dated _____ drawn on _____ (name of bank and branch).
- EMD by Demand Draft No. _____ dated _____ drawn

FORM-II: STATEMENT OF APPLICANT

Sino.	Name of the Applicant	
1.	Address of Head Office: Telephone No.: Fax No.: Email Address:	
2.	Branch Office Address (if any) Telephone No.: Fax No.: Email Address:	
3.	Legal Status	
4.	Place & Date of Establishment	
5.	Branch of specialization Main line of business:	Since
6.	Name and Address of Lead Member	
7.	Name and Address (s) of the other Constituent Member	
8.	Total No. and Category of Permanent Employees	

Name & Signature of Representative

Place:

Date:

Note: Financial Proposal is to be submitted on company Letter Head

FORM-III FINANCIAL PROPOSAL

[Date]

From:

[Name of the Agency]

To:

Chief Executive Officer
Kerala State Waqf Board
VIP Road, Kaloor
Kochi 682017

Subject: Engagement of Outsourcing Agency for GIS/GPS Survey of Waqf Properties & feeding of data/documents in the WAMSI On-line System.

Dear Sir,

I, offer to undertake the assignment in accordance with your RFP Document No..... Dated My attached Financial Bid is for the sum of Rs. [Total Amount, in words and figures]. This amount is exclusive of taxes, which will be claimed as applicable and as per actual.

My Financial Bid shall be binding upon me, up to the completion of the period of the contract or completion of the quantum of work assigned, as specified in the RFP Document.

I understand you are not bound to accept my Proposal.

Regards,

Yours sincerely,

Signature:.....

Name of Agency:.....

Address:.....

The following undertakings are hereby given:

In regard to matters relating to the security and integrity of the country no charge sheet has been filed by an agency of the Government/ conviction by any Hon'ble Court of Law for an offence committed by the _____ (name of the entity) or by any sister concern of the _____ (name of the entity) which would result in disqualification.

In regard to matters other than the security and integrity of the country _____ (name of the entity) has not been convicted by a Court of Law or indicted/ passed any adverse order by a regulatory authority against it or its against any sister concern which relates to a grave offence or would constitute disqualification. Grave offence is defined to be of such a nature that it outrages the moral sense of the community.

The firm/Agency is not blacklisted by the Govt., of India.

We hereby declare that RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation :

Seal :

Place:

Date:

Witness :

Signature :

Name :

Address :

Technical Evaluation Criteria

Sr. No	Description	Point	Score	Documents
1	Weather agency Have IT & ITES Register & valid EPF No. if Yes then 10 or else 0.	10		Copy of valid ESI and EPF registration certificate
2	Company should be in existence for minimum 5 years, IF yes then 5 points or else 0.	5		Copy of Company Registration or certificate of incorporation
3	Cumulative Turn Over of the Agency for the last 3 financial year			Copy of audited P&L and Balance sheet
(a)	50 Lakh – 2 crore, 5 points	5		
(b)	2 crore - 5 crore , 8 points	8		
(c)	More than 5 Crore 10 points	10		
4	Certifications			
(a)	The Agency is ISO 9001:2008, 5 Points	5		Copy of the ISO 9001 certificates should be attached
(b)	The Agency is having both ISO 9001:2008 & IEC 27001 certification 8 Points	8		Copy of the ISO 27001 certificates should be attached
5	Implementation			
(a)	Similar projects by service provider for more than 2 organization	8		Copy of work orders from the mentioned organization.
(b)	Similar projects by service provider for more than 3 organization	10		
6	Volume			
(a)	The Agency is Survey GIS/GPS around 10000 volume	5		Copy of work orders from the mentioned organization.
(b)	The Agency is Survey GIS/GPS above 10000 volume	10		
7	Manpower			
(a)	The Agency has 35 employees on their payroll	6		Documents Prove should be attached
(b)	The Agency has more than 50 employees on their payroll(EPF register)	10		
Total		100		

Qualifying Mark: 65%

FINANCIAL PROPOSAL

Financial Bid for Engagement of Outsourcing Agency for GIS/GPS of Waqf Properties & feeding of data/documents in the WAMSI On-line System.

S. Nos.	Type of Work	Rate per Waqf Properties (INR)	Amount in Word
1	Collection of GIS/GPS coordinates of Waqf Properties form field. Updating of erroneous & missing Data, Photographs, collected from the field visits, etc into the WAMSI On-line System. Filling-up of Survey draft form correctly for each Waqf Properties. Collection of missing Data/ Ownership Documents / Photographs etc., from the field visits & Update the same into the WAMSI Portal .		
	Any Other (Tax/GST)		
	Total		