

REQUEST FOR PROPOSAL (RFP)

FOR

**OUTSOURCING THE WORK OF GPS SURVEY OF
WAQF PROPERTIES & UPDATION IN AN**

ONLINE

***WAQF ASSETS MANAGEMENT SYSTEM OF INDIA
(WAMSI)***

UNDER

***THE GOVERNMENT OF INDIA'S SCHEME
"QAUMI WAQF BOARD TARAQQIATI SCHEME"***

**CENTRAL WAQF COUNCIL
(MINISTRY OF MINORITY AFFAIRS,
GOVT. OF INDIA)
CENTRAL WAQF BHAWAN
P-13 & 14, PUSHP VIHAR, SECTOR-6,
OPPOSITE FAMILY COURT, SAKET,
NEW DELHI-110017
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1. Notice Inviting Tender

Central Waqf Council (hereafter referred as CWC) is an Autonomous Body working under The Ministry of Minority Affairs, Government of India, invites bids from service provider having sufficient experience and credentials as service provider for GIS/GPS work in an online “**Waqf Assets Management System of India**” (WAMSI) under Government of India’s Scheme “**Qaumi Waqf Board Taraqqiati Scheme**” (QWBTS).

2. Bid Schedule and Data Sheet

1.	Tender No.	No. 55(1)/2021-CWC(C&S)
2.	Date of Publication	20 th September, 2021
3.	Bid document download start date	20 th September, 2021
4.	Last date and time of submission of queries for pre-bid conference	24 th September, 2021 at 1600 hrs to secycwc.wakf@nic.in
5.	Pre-bid conference/ Meeting	30 th September, 2021 at 1600 hrs
6.	Bid submission end date and time	11 th October, 2021 at 1500 hrs
7.	Mode of submission	Offline
8.	Opening of Technical Bid and time	11 th October, 2021 at 1600 hrs

3. Instruction to the Bidders

3.1 The Bidders can download this RFP from the council website

www.centralwaqfcouncil.gov.in

3.2 **Definitions and Abbreviations:** The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

- a) “Bid” (including the term tender, offer, quotation or proposal in certain contexts) means an offer to offer services in accordance with the terms and conditions set out in this RFP.
- b) “Agency”, “Firm”, “Company”, “Bidder”, “Service Provider” means any register entity or person or associations of persons who submit their proposals for providing services in accordance with this RFP.
- c) Terms of Reference (TOR) means the document included in the RFP which explains the scope of work, activities and tasks to be performed.
- d) “Contract” means the return agreement entered between the purchaser and the supplier, together with all the documents mentioned therein and including all attachment, annexure etc, therein.
- e) “RFP” means this request for proposal issued by Central Waqf Council for the purpose as mentioned in this document.
- f) “Performance Security” means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as interest free security deposit.
- g) “Applicant” means Vendor / Bidder of the RFP.

4. Language of the Bid

The Bid submitted by the bidder and all subsequent correspondence and documents relative to the bid exchanged between the bidder and CWC, shall be written in the English language. However the language of any printed literature furnished by the bidder in connection with its bid may be written in any other language provided the same is accompanied by an English translation and, for purpose of interpretation of bid, the English translation shall prevail.

5. Type of RFP:

- 5.1 The RFP has been advertised for Empanelment of Government/ Autonomous Bodies / Govt. Universities / Govt. owned Institutes and agencies only.
- 5.2 The RFP is a single Bid advertisement (Technical Bid only) as it is based on lump sum (Firm Fixed Price) Contract, payment per property is fixed as per **Qaumi Waqf Board Taraqqiati Scheme** guidelines, clause 4.4.4 i.e. Rs. 550/- per Waqf Property.

6. Eligibility / Selection Criteria:

- 6.1 The Agency should have been in existence for not less than five years.
- 6.2 The Agency should be an Educational Institution/ Research Institution/Autonomous Bodies/ Government Agencies/ Universities having expertise in the GIS mapping work.
- 6.3 The Agencies should have at least 3 years experience in providing similar services to any state / Central Government / PSU's and successfully completes at least 2-3 similar projects.
- 6.4 The Agency should not be debarred / black listed by any Government Department / Organization / Establishment
- 6.5 The Agency must be capable to submit their offer for areas like Districts/ States /Regions or for the Waqf Properties in the entire country, however while finalizing MoU, regional aspect shall be taken care for the agencies to obtain maximum efficiency and accuracy.
- 6.6 The Agency should have PAN/TAN and GST Registration number.
- 6.7 The Agencies should indicate their regional preference for Bid consideration and subsequent allotment of work as per MoU
- 6.8 It will be the responsibility of the Empanelled Agency to comply with the EPFO and ESIC guidelines. All the Statutory guidelines needs to be followed by the Empanelled Agency.
- 6.9 The Empanelled Agency has to follow all Mandatory Laws of the Govt.as per MoU
- 6.10 The empanelled agency should not assigned or sublet the empanelment or any part of it to any other agency in any form. Any such attempt shall result in termination of the empanelment and forfeit the security deposits.

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 Central Waqf Council 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 Central Waqf Council 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 technical offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Central Waqf Council 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 Central Waqf Council, 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 Central Waqf Council accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Central Waqf Council, its employees, consultants, associates 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 Central Waqf Council 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 Central Waqf Council may in its absolute discretion, but without being under any obligation to do so, update the, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Central Waqf Council is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Scheme and the Central Waqf Council 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 Central Waqf Council 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 Central Waqf Council 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

Waqf Properties are spread all over the country. These properties are not being properly utilized for generating optimum revenue that could be used for the welfare activities. Besides, in order to locate and prevent its encroachment, GIS/GPS Mapping of Waqf Properties is very much needed. Implementation of **Centralized Web-based Integrated Work-Flow WAMSI Online System** (hereinafter called as **WAMSI**), is enhancing the efficiency of State/UT Waqf Boards by monitoring their Waqf Properties, prevent encroachments by means of GPS generated Layouts, getting 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, conduct legal cases on time with the help of reports generated therein.

SCOPE OF TECHNICAL WORK

Scope of Technical Work in “GPS Survey Work” involves the following broad category of works for which complete methodology is given in the subsequent sections:

- A. Collect GPS Coordinates of all the Vertices of the Property Layout (present Division) and update in WAMSI Online System.
- B. Five (5) Geo-tagged Photographs of each Waqf Property and update in WAMSI Online System.
- C. Collect Management Details (i.e., Mutawalli, Management Committee, Administrator, etc) including concerned State Waqf Board approved Documents, Waqf Deeds, Revenue Records, Record of Rights, Local Body Records, Maps, Management Members’ Photographs, their Contacts and Identity Proofs (Copy of Aadhaar).

All Survey Formats, Standard Operating Procedure, WAMSI Data Catch Mobile App and sufficient knowledge base is available on Project Website <https://wakf.gov.in/> for further clarification of doubts.

Further, NIC-PMU(WAMSI) may be contacted on its Technical Help Desk for any technical information pertaining to WAMSI Online System.

METHODOLOGY FOR GPS SURVEY WORK

A. PRE-SURVEY METHODOLOGY

- 1. Collect BDU Folders (BDU: Bulk Documents Updation, utility generated folder) of Waqf Estates for which Waqf Properties are to be GPS Surveyed and Photographed, from concerned State/UT Waqf Board (SWB) or Central Waqf Council, New Delhi (CWC) as a soft copy preferably in CD/DVD.**
- 2. BDU Folder is named by its Waqf_ID assigned to each Waqf Estate as per convention defined in WAMSI On-line System. Waqf_ID is a 8 characters long Format, in which first 2 Capital Alphabets represents SWB. Next 2 characters are either Capital Alphabets or Numbers if SWB maintain different Auqaf Registers for different Districts. Rest 4 Characters are Numbers representing Serial Number in Auqaf Register preceded by Zeros. Every SWB has its own Waqf_ID naming convention.**
- 3. BDU Folder contains PDF Files pertaining to ORE Docs (ORE: Ownership Right Establishing, documents) belonging to any Waqf Estate, detailing about all its original Land Parcels/Properties, i.e., their locations, areas, statuses, boundaries, etc. ORE Docs are generally Waqf Deeds, Gazette Notification, Survey Commissioner Reports, Registration Form, Mutation Record/Records of Rights issued by Revenue Department for each Property, Land Possession Certificate, and Approved Maps from Urban Local Body, etc.**
- 4. Visit the locations of these original Land Parcels/Properties belonging to a particular Waqf Estate under consideration with the help of its Mutawalli (i.e., Management) and/or SWB Officials. Identify each and every original Land Parcel/Property on the ground as on today with its complete extent, so as to cover Total Area of complete Waqf Estate as specified in ORE Docs (including all disjoint parcels of lands/properties attached with the Waqf Estate under consideration). Under NO circumstance, any land parcel/property or its part should be left out even if it is alienated or encroached or under litigation or its area is very minuscule.**
- 5. Draw Rough Layouts by straight lines of all the Divisions on the ground for every original parcel of land/property belonging to Waqf Estate under consideration, in accordance with the Guidelines of CWC w.r.t. creation/treating of Divisions within every original parcel of land/property of the Waqf Estate, for the purpose of management in WAMSI. Division Name or its Prop.ID must be mentioned inside the Division too for identification purposes.**
- 6. In case of other floors on the same original parcel of land/property, similar Rough Layouts may be drawn.**
- 7. Manually fill all the details taken from ORE Docs in Summary Page of the Data Summary Format (DSF) and attach all Maps of Rough Layouts belonging to every original parcel of land/property, as explained in the above steps.**

8. **Also, manually fill the Data Verify Format (DVF) for each Division (i.e., Property for the purpose of management in WAMSI as defined in above step)** without writing its Prop.ID, as this can be filled-up later when added/confirmed in/by WAMSI On-line System and get it verified by Mutawalli and/or SWB Officials. Also, draw a layout of the Division under consideration with numbering of Vertices in a cyclic order (either clock-wise or anti clock-wise) at an appropriate place within DVF.
9. Prop.ID is 5 characters long Format, in which first 2 Capital Alphabets represents Type of Property and next 3 characters are auto incremented Numbers with preceded by Zeros within that Type of Property in this Waqf Estate. For example, PL001, PL002, AG001, AG002, etc. Prop.ID naming convention is given as Annexure.
10. Log into **WAMSI On-line System** with the given Credentials by concerned SWB on Agency request. Now, search this Waqf Estate by **“Query ☐ ☐ Report Card”** by supplying its **Waqf_ID**. It will display all the Division/Properties already added in this Waqf Estate by SWB Data Entry Operators earlier. If you click on any row indicating one Property, then you will get its complete information that has been entered/ modified by SWB in any module of WAMSI On-line System about this Property as on date. Agency can also browse WAMSI Public Interface URL <https://wamsi.nic.in/> to see the existing Divisions/Properties.
11. Match WAMSI On-line System Properties with Divisions drawn under this Waqf Estate in above steps. If more Divisions (i.e., Properties) are to be added then Agency can ADD them by following the menu in WAMSI On-line System **“Registration ☐ ☐ Immoveable Waqf Property Details ☐ ☐ Add”** one-by-one with complete details available in each DVF as filled-up in above steps for such Divisions. Prop.ID would be generated by WAMSI On-line System automatically when submitted on the basis of Type of Property being added. Now these Prop.IDs needs to be filled-up in DVFs.
12. DSFs & DVFs should be signed by all concerned at appropriate places (mandatory).

B. SURVEY METHODOLOGY

1. Start GPS Survey by noting down GPS Coordinates (Latitude and Longitude pair) in **Data Verify Form (DVF)** against each Vertex from “1” to “2” to “3” and so on in the same cyclic order as per its drawn layout. No need to noting down last Vertex (or starting Vertex) again in the DVF. Format of GPS Coordinates should be decimal numbers upto 8 places. For example: Vertex#1 (28.65202739, 77.23700545); Vertex#2 (28.65203563, 77.23701752); etc.
2. Take Five Geo-tagged Photographs per Property (i.e., with Latitude & Longitude of Photograph inside the attributes of Image File) in JPEG Format with max 500KB each are required. Waqf ID, Prop.ID and Date of Photography should be printed on front-bottom side with legible fonts and colors.

3. One Photograph should be taken from inside the structure where its name is visibly displayed and rest Four Photographs from all sides/angles outside the Structure, so that Property is clearly visible and identifiable. In case of Mosque, inside Photograph may be of Prayers Time Table Board where Name of the Mosque is normally written.
4. Collect Copies of Documents from Management that establishes it is a SWB appointed Management Committee or Mutawalli or Administrator e.g., Management Approval Letter from SWB or Waqf Deed or any other legal document declaring him/them as approved Management. For establishing identity of each person involved in the management, collect the information for each person such as Name, Designation, Address, Mobile Number, Email (if any), Aadhar Card, Photo, etc.
5. GPS Surveyors may use WAMSI Data Catch Mobile App for survey work if they find it useful (not a mandatory requirement).

C. POST-SURVEY METHODOLOGY

1. Filling-up the Data Gaps in DSFs & DVFs in consultation with SWB Nodal Officials.
2. Cleaning of GPS Coordinates so that boundaries are common among defined Divisions for each parcel of land/property.
3. Ensuring that sum of Areas of all the GPS generated layouts on GIS Map fall within the range of +/- 5% of Total Area of entire Waqf Estate under consideration as per ORE Docs.
4. Update cleaned data collected during GPS Survey work into WAMSI Online System using SWB given Credentials (Property Details, GPS Coordinates, Photographs and Other details).
5. NIC-PMU(WAMSI) may be contacted through concerned SWB for any technical guidance/training for the operations of WAMSI Online System.
6. Although sufficient knowledge base is available on Project Website <https://wakf.gov.in/>, even then if required visits of NIC Officials could be arranged to guide GPS Surveyors provided TA/DA is borne by the Agency.
7. If any error/dispute found during the verification process pertaining to added/uploaded data/files and the same is officially conveyed by the SWB/QWBTS designated Official(s) then it is to be rectified/re-surveyed/re-uploaded by the Agency within a reasonable time-frame.

NOTE #1: All the Hardcopies (Documents, Photographs, DSFs, DVFs, Maps, Rough Layouts, etc) with proper tagging mechanism and Softcopies (XML, JPG, PDF, etc Files) with proper folder naming conventions, must be handed-over to the concerned SWB's designated Nodal Officer or CEO and got the receipt accordingly. Copies of such Receipts should be submitted to CWC while submitting R/A Bills for payment.

NOTE #2: The Agency will provide complete Methodology and Action Plan before a CWC Committee while starting the GPS Survey work and Data Entry into WAMSI Online System, keeping in view the data integrity, validation and reconciliation. The Agency will work in synchronization with System Implementer (NIC-HQ, PMU (WAMSI), New Delhi) to ensure that the quality of GPS data fed into WAMSI Online System. Ultimate objective is to carry out the task in a stipulated time frame. Once the data is entered, it will be validated against the physical records. The Agency will work in close collaboration with State Waqf Boards and its regional Offices, QWBTS Survey Officials/Staff in the SWB, State Revenue Department and District Collector to ensure that valid and accurate Waqf Properties data is entered.

General Terms & Conditions of GPS Survey Work

- a) The Agency has to make its own arrangements for all kinds of GPS Devices, Digital Cameras, Smart Phones, etc required to complete the activities as per scope of work and adhering to the 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 Documents in proper order Waqf ID-wise, taken from SWB or its offices, or other State Departments, from where entered data could 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/Waqf IDs/BDU Folders List provided by the SWB/CWC.
- d) It will be the responsibility of the Agency to get the details certified from State Waqf Board's designated Nodal Officers before entering into the WAMSI On-line System.
- e) MIS Reports as per CWC/SWB/NIC Formats given from time-to-time pertaining to progress of the work will be shared on monthly basis or whenever requested by CWC/SWB/NIC.
- f) Progress would be counted/ reimbursed on the basis of number of Waqf Estates and NOT on the basis of Number of Waqf Properties (Divisions) completed, as the Divisions are bound to increase as per present field GPS Survey due to development over an original parcel of land/property since registration of Waqf Estate in the State Waqf Board.

BIDDING PROCESS

I. Single Bid System i.e., Technical Bid only.

The tender will be a **Single Bid System**, Technical Bids only. The tender should be submitted in a sealed cover mentioning tender No. and opening date.

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

- a) Performa conforming Form-I & Form-II, duly filled-in.
- b) Bidder profile including previous experience of GPS Survey to Central/ State Government/ Departments/ Public Sector Undertakings etc.
- c) Acceptance of Tender Terms and Conditions by the Bidder..
- d) Other required documents as mentioned in Form-I & Form-II.

The Envelop should be marked as “**Tender for GPS Survey of Waqf Properties**” and should reach in the office of the Central Waqf Council on the given address on or before **8th October, 2021 at 1500 hrs.** The Technical Bid will be opened on **11th October, 2021 at 1600 hrs** in the Conference Room of **Central Waqf Council, P-13 & 14, Pushp Vihar, Sector-6, Opposite Family Court, New Delhi-110017.** Any of the participating agencies like to be present at the opening of Technical Bids, they may do so.

The Central Waqf Council 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 Process, including any error or mistake therein or in any information or data given by the Authority.

II. Verification and Disqualification

The Central Waqf Council 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 Central Waqf Council, 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 Central Waqf Council shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Central Waqf Council there under.

Central Waqf Council reserves the right to reject any Bid if:

- a) at any time, in case a material misrepresentation is made or uncovered, or
- b) The Bidder does not provide, within the time specified by the CWC, the supplemental information sought by the CWC 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 without any further communication in this regard.

III. Evaluation of bids:

The Technical Evaluation Committee (TEC) will evaluate the technical competency of the agencies to supply requisite services in the required category based on record, profile, and any other such criteria as it may fix and only those found fit with respect to the technical competency of the bidder.

CWC reserves the right to reject the bid at any time without assigning any reason, thereof.

Award of Contract:

On the acceptance of tender/ bid for empanelment of technically competent agencies and awarding the contract, CWC will notify the successful bidders in writing/ web site that their tender/bid has been accepted.

The successful bidder will have to sign a MOU/ Contract with CWC. After signing of the Agreement with CWC, 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 5% of the total value of the contract to be calculated as per number of properties assigned by CWC as per Memorandum of Understanding (MoU) 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 favor of “Central Waqf Council Fund (Computerization)”.

The Performance Guarantee should remain valid for a period of 60 days beyond the completion of the period of contract.

GENERAL TERMS AND CONDITIONS OF RFP

I. Contract Period & Payment Cycle:

The term of the contract will be for the 2021-22 to 2022-23 Financial Year periods.

II. Performance Bank Guarantee (PBG):

The PBG will be forfeited if the bidder withdraws from the work or if found by CWC 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 Council can terminate the contract by giving one month notice in advance and any amount due on CWC shall be forfeited. CWC 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 Central Waqf Council 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 CWC.

IV. Withdrawal/Amendment to RFP:

At any time prior to the last date for receipt of bids, the CWC may for any reason whether on its own initiative or in response to a clarification requested by any Outsourcing Agency modify the RFP document by an amendment. In order to provide outsourcing agency a reasonable time in which to take the amendments into account in preparing their bids, CWC 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.

CWC 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 bid for Engagement of Outsourcing Agency is liable to be rejected if:

- a. The Bid is not submitted in proper sealed cover with marked as indicated.
- b. The Bid is not in prescribed format not signed and not containing all required details/documents.
- c. The Bid is received after the expiry of due date and time.
- d. Offer is received by telex, fax, telegram or email.

VI. Validity of Bid:

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

CWC 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.

VII. Disclaimer

CWC shall not be responsible for late receipt of Bid for any reason whatsoever. The Bids received late will not be considered for further processing under any circumstances.

The Central Waqf Council 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 Central Waqf Council reserves its right not to accept bids from agencies resorting to unethical practices.

VIII. Termination:

Central Waqf Council 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 Central Waqf Council, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- iii. If the Agency submits to Central Waqf Council a false statement which has a material effect on the rights, obligations or interests of Central Waqf Council.
- iv. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Central Waqf Council.
- v. If the Agency fails to provide the quality services as envisaged under this contract, reasons for the same would be recorded in writing.
- vi. After empanelment if the vender names got changed due to acquisition / amalgamation etc, the vendor must inform MoMA / CWC with all required documents with in one month of its named changed failing which the empanelment will be cancelled and security deposit will be forfeited.

In such an occurrence Central Waqf Council shall give a notice of one month in writing before terminating the Contract of the Agency.

FORM-I: RFP LETTER OF PROFORMA

To,
The Secretary,
Central Waqf Council,
P-13 & 14, Pushp Vihar,
Sector-6, Opposite Family Court,
Saket, New Delhi-110017

Subject: Empanelment for Engagement of Outsourcing Agency for GPS Survey of Waqf Properties and updation of its data in WAMSI Online 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

- a) Statement of Applicant in Form II.
- b) Date of establishment of the agency.
- c) Whether registered with concerned Govt., authorities (Copies of all Registration. Certificates).
- d) PAN/TAN/GST No. (Copy to be enclosed).
- e) Whether the firm is black listed by any Govt. Department: Yes/No
- f) Details/ List of Govt. Department/Organization where such services have been provided.
- g) EPFO/ESIC Registration Number
- h) Last 3 year's Balance Sheet/ Audited Statements of Accounts.
- i) Details of service being provided in last 3 years & service in hand. The client certificate may be attached.
- j) Income Tax Return for last three year.

FORM-II: STATEMENT OF APPLICANT

Sl.no.	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 Applicant

Place:

Date:

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 Bidder)

Name:

Designation:

Seal:

Place:

Date:

Witness :

Signature :

Name :

Address :

Technical Evaluation Criteria

Sr. No	Description	Points	Score	Required Documents
1	ESI & EPF Registration			
	Agency having valid ESIC & EPFO Nos. If YES then 10 or else 0.	10		Copy of valid ESI and EPF registration certificates required.
2	Existence			
	Agency is in existence for less than 5 years. If YES then 5 points.	10		Copy of Company Registration or certificate of incorporation
	Agency is in existence for more than 5 years. If YES then 10 points.			
3	Certifications			
(a)	Agency is having only ISO 9001:2008 Certifications / NIRF / NAC. If YES 5 Points.	10		Copies of the ISO 9001 & IEC 27001 certificates should be attached.
(b)	Agency is having both ISO 9001:2008 & IEC 27001 Certifications. If YES 10 Points.			
4	Implementation			
(a)	Similar Projects implemented by the Agency for more than 2 Organizations. If YES 10 points.	15		Copy of work orders / Project SO from the mentioned organizations required.
(b)	Similar Projects implemented by the Agency for more than 5 Organizations. If YES 15 points.			
5	WORK EXPERIENCE IN GIS/GPS			
(a)	The Agency carried out GIS/ GPS Survey work of at least three Govt. organizations or with 5 years exp. If YES 10 points.	20		Copy of work orders / project SO from the mentioned organizations required.
(b)	The Agency carried out GIS / GPS Survey work for more than three Govt. organizations or with 10 years exp. If YES 20 points.			
6	Own Manpower			
(a)	The Agency has 35 technical employees competent for the required work on their payroll. If YES 10 points.	15		Documentary Proof of Employee on Agency Payroll is required.
(b)	The Agency has more than 35 technical employees competent for the required work their payroll. If YES 15 points.			
7	Regional Preference			
	The agencies may be considered regional wise. If the offer / Bid is for the same region 20 points or else 0.	20		
Total		100		

Qualifying Points: 50%

What is Prop.ID ?

Prop.ID is a unique identifier of a Division (called as Property in WAMSI for the purpose of management) of an original parcel of land/property under a registered Waqf Estate (or Waqf Institution or simply Waqf) in a State/UT Waqf Board. Moreover, Waqf Estate is also uniquely identified by its Waqf_ID within India.

Therefore, to uniquely identify a Division of Waqf Property across India, you need two identifiers i.e., Waqf_ID and Prop.ID (in pairs) for its management in WAMSI Online System.

Prop.ID Format:

Prop.ID consists of 5 characters where 1st and 2nd characters comprises of Alphabets in Caps indicating the Code for Property Type (as defined in the Table given below). 3rd, 4th and 5th characters together makes a Number preceded by Zeros, it indicates the serial number of the Division of the same Type of Property. For example, Prop.IDs as AG001, AG002, ..., PL001, PL002,....., SH001, SH002,..... etc within a same Waqf_ID UP250099.

Prop.ID is auto generated by WAMSI Online System when ADDED a Property with an existing Waqf Estate identified by its Waqf ID. It takes the Type of Property and its Serial Number into consideration while generating Prop.ID as per the logic explained above.

Immovable Property Type Codes:

Code	Description
OR	Orchard
PD	Pond (i.e., Fishing Pond)
AG	Agricultural Land (i.e., Rural Plots)
PL	Plot (i.e., Urban Plots)
IN	Musafirkhana or Inn
BL	Building Complex e.g., Market, Mall, etc
HO	House
SH	Shop
GY	Graveyard
DH	Dargah or Mazaar or Makbara
KK	Khankaha
HU	Hujra
CA	Chilla
MQ	Mosque
IG	Idgah
MK	Maktab
SC	School
DU	Darul-Uloom
MD	Madarsa
AS	Ashoorkhana
TA	Takiya
IM	Imambara or Chauki or Karbala
OT	Others (Code not defined above – Should be used rarely)

WAQF ESTATE'S PROPERTIES DATA SUMMARY SHEET FOR GPS SURVEY AGENCY

Waqf ID

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S. No.	BDU Folder's ORE DOCs Details (One row each for every non-contiguous Property existed/registered at the time of Waqf Registration at concerned State Waqf Board)	Existing WAMSI Prop. ID	Current Properties Type		Existing / Newly Added WAMSI Prop. ID		Ground Floor Area (Std. sq. unit)	Complete Address & Location	Current Status	Remarks (e.g., above Floors)
1.	Type of Property: Popularly known as: Area with std. Area Unit: Exact Address: Village/Town: Sub-district: District: Boundaries: N:.....; S:.....; E:.....;W:.....		1		1					
			2		2					
			3		3					
			4		4					
2.	Type of Property: Popularly known as: Area with std. Area Unit: Exact Address: Village/Town: Sub-district: District: Boundaries: N:.....; S:.....; E:.....;W:.....		1		5					
			2		6					
			3		7					
			4		8					
3.	Type of Property: Popularly known as: Area with std. Area Unit: Exact Address: Village/Town: Sub-district: District: Boundaries: N:.....; S:.....; E:.....;W:.....		1		9					
			2		10					
			3		11					

To be deleted		No more required due to land use change
To be modified		Area & Details to be modified as per GPS Survey

Signature with Date:		
Name & Designation:	Mutawalli	GPS Surveyor

Sketch of each non-contiguous Waqf Property (@ Registration of Waqf) with present Divisions (mark Prop.IDs inside) during this GPS Survey

SAMPLE

Waqf Estate's Properties Data Summary Sheet for GPS Survey Agency

Waqf ID

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 [..... Name of the Waqf Estate popularly known by local population.]

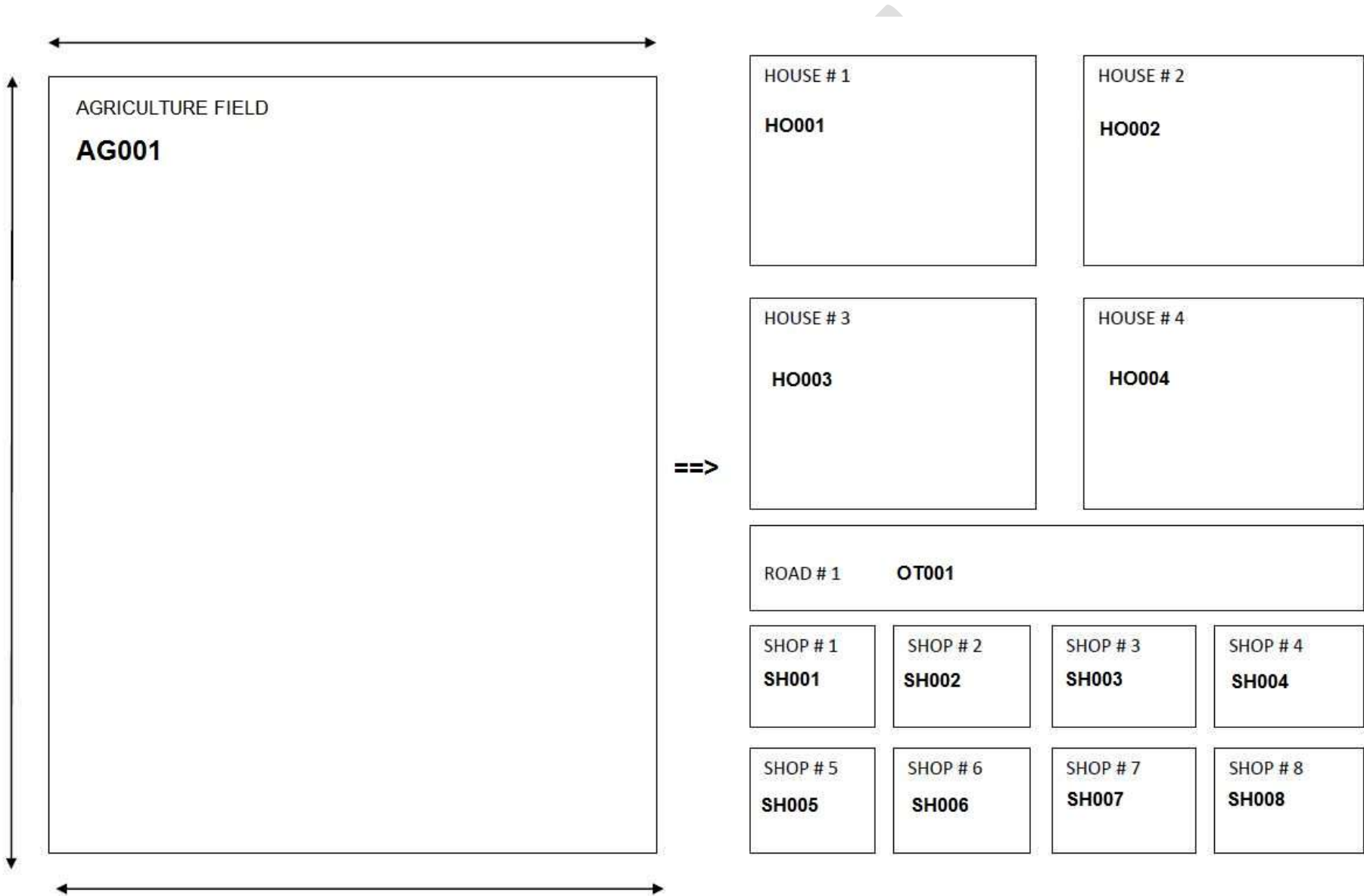
S. No.	BDU Folder's ORE DOCs Details (One row each for every non-contiguous Property existed/registered at the time of Waqf Registration at concerned State Waqf Board)	Existing WAMSI Prop. ID	Current Properties Type	Existing / Newly Added WAMSI Prop. ID	Ground Floor Area (Std. sq. unit)	Complete Address & Location	Current Status	Remarks (e.g., above Floors)
1.	Type of Property: Dargah Popularly known as: XYZ Dargah Area with std. Area Unit: <u>A1 sq.unit</u> Exact Address: Village/Town: Sub-district: District: Boundaries: N:.....; S:.....; E:.....; W:.....	DH001	1 Dargah#1	1 DH001	a1		Non-Encumbered	-
			2 Shop#1	2 SH001	a2		Non-Encumbered	-
			3 Shop#2	3 SH002	a3		Non-Encumbered	-
			4 Shop#3	4 SH003	a4		Litigation	-
					Sum=A1			
2.	Type of Property: Agriculture Field#1 Popularly known as: Pakhad Wala Khet Area with std. Area Unit: <u>A2 sq.unit</u> Exact Address: Village/Town: Sub-district: District: Boundaries: N:.....; S:.....; E:.....; W:.....	AG001	1 House#1	5 HO001	a5		Litigation	-
			2 Shop#4	6 SH004	a6		Litigation	-
			3 Road#1	7 OT001	a7		Alienated	-
			4 House#2	8 HO002	a8		Litigation	-
					Sum=A2			
3.	Type of Property: Agriculture Field#2 Popularly known as: Gulad Wala Khet Area with std. Area Unit: <u>A3 sq.unit</u> Exact Address: Village/Town: Sub-district: District: Boundaries: N:.....; S:.....; E:.....; W:.....	AG002	1 House#3	9 HO003	a9		Litigation	-
			2 House#4	10 HO004	Zero		Litigation	First Floor a10 sq.unit
			3 Plot#1	11 PL001	a11		Encroached	-
					Sum=A3			

To be deleted	AG001,AG002	No more required due to land use change
To be modified	DH001	Area & Details to be modified as per GPS Survey

Signature with Date:		
Name & Designation:	Mutawalli	GPS Surveyor

Sketch of each non-contiguous Waqf Property (@ Registration of Waqf) with present Divisions (mark Prop.IDs inside) during this GPS Survey

(Just an example: 1 Agriculture Property becomes 13 different Properties)



GPS Survey and Verification of Waqf Property Basic Data from the Field Visit

Waqf ID

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Name

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Prop.ID

--	--	--	--	--

Name

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BRIEF DESCRIPTION OF THE WAQF PROPERTY (SPECIFICATION)

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LAYOUT (Polygon of straight lines) with VERTEX Nos. (1, 2, 3,) marked clock-wise:

GPS COORDINATES ON WGS84 DATUM (in Decimal Format of 3.8 precision):

VER TEX	LATTITUDE	LONGITUDE	VER TEX	LATTITUDE	LONGITUDE
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

Date _____ Time: _____

Data Verified By

Signature of Field Staff

Field Staff Name: _____

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NORTH

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1. Non-Encumbered (with Mutawalli)/
2. Encroached (Name of the Encroacher)/
3. Other (Specify)

11

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e	
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1. Mutawalli/
2. Management Committee

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Signature of Field Staff

(Page 2 of 2)