



CENTRAL WAQF COUNCIL
(MINISTRY OF MINORITY AFFAIRS)
Plot No. 13-14, Pushp Vihar, Sector -6, Opposite Saket Family Court,
New Delhi – 110017

[Technical Bids]

Request for Proposal
for the Empanelment of agencies to carry out GIS/GPS Mapping work of Waqf
Properties (Field Survey) and upload information/data on Waqf Assets
Management System of Indian (WAMSI) On-line Portal

Under

“Qaumi Waqf Board Taraqqiati Scheme”

Notice

Central Waqf Council (Ministry of Minority Affairs) is a statutory body under the administrative control of the Ministry of Minority Affairs, intends to empanel the State/Central Government bodies/Education and Research Institutes/Government agencies having sufficient experience and credentials to carry out GIS/GPS Mapping work of Waqf Properties (Mapping & Field Survey), under Government of India's Scheme "Qaumi Waqf Board Taraqqiati Scheme" (QWBTS), therefore, invites bids/interest for the same.

FACTSHEET

Sr. No.	Key Information	Details
1	Assignment Title	Selection of agencies for empanelment to carry out GIS/GPS Mapping work of Waqf Properties (Field Survey) and upload information/data on Waqf Assets Management System of Indian (WAMSI) On-line Portal
2	Purchaser	Central Waqf Council/ State Waqf Boards
3	Location	Entire India
4	Term	The Term of empanelled agencies will be for two years initially and may be extended further based on satisfactory performance or requirement.
5	Last date of submission of queries	24/02/2022 1700 HRS (Thursday)
6	Last Date and Time for BID Submission along with all supporting documents	21/03/2022 1700 HRS (Monday)
7	Pre-Bid Meeting & Technical Presentation	02/03/2022 1130 HRS (Wednesday)
8	Opening of Bids	22/03/2022 1130 HRS (Tuesday)
9	Address for Communication	The Secretary Central Waqf Council Plot No. 13-14, Pushp Vihar, Sector -6, Opposite Saket Family Court, New Delhi-110017 Phone- 011: 29562146/47 Fax No.: 011- 29562137 Email id: secycwc.wakf@nic.in Website: http://centralwaqfcouncil.gov.in

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BID Security Declaration

1. DISCLAIMER

The information contained in this Request For Proposal document (the “RFP”) are subsequently provided to Bidder(s)/Agency, 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) /Agency 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/Agency 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/Agency 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)/Agency 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/Agency 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/Agency 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/Agency or Bids without assigning any reason whatsoever.

The Bidder/Agency 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/Agency 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/Agency in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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2. 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 Waqf Assets Management System of India 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.

3. SCOPE OF TECHNICAL WORK

Scope of Technical Work in “GIS/GPS mapping of Waqf Properties” 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.

3 (a) METHODOLOGY FOR GPS SURVEY WORK

A. PRE-SURVEY METHODOLOGY

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Draw Rough Layouts by poly 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.

- vi. In case of other floors on the same original parcel of land/property, similar Rough Layouts may be drawn.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. 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 → Immovable 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.

- xii. DSFs & DVFs should be signed by all concerned at appropriate places (mandatory).

B. SURVEY METHODOLOGY

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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

- i. Filling-up the Data Gaps in DSFs & DVFs in consultation with SWB Nodal Officials.
- ii. Cleaning of GPS Coordinates so that boundaries are common among defined Divisions for each parcel of land/property.
- iii. 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.
- iv. Update cleaned data collected during GPS Survey work into WAMSI Online System using SWB given Credentials (Property Details, GPS Coordinates, Photographs and Other details).
- v. NIC-PMU(WAMSI) may be contacted through concerned SWB for any technical guidance/training for the operations of WAMSI Online System.
- vi. 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.
- vii. 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.

3(b) GENERAL TERMS & CONDITIONS OF GPS SURVEY WORK

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.

4. LANGUAGE EFFICIENCY

The agency shall be capable in dealing the affairs in English, Hindi, Urdu and regional language of the State/SWBs for which the agency is supposed to apply for empanelment.

5. BID PROCESS

- 1) **Raising the queries/clarifications on Request for BID document:** The Bidders requiring any clarification on this document should submit their written queries to email id: secycwc.wakf@nic.in Any suggestions/feedback may also be sent to the above email id.
- 2) **Modification in Request for BID document:** At any time prior to the deadline for submission of BIDs, CWC may modify any part of this document. Such change(s) if any may be in the form of an addendum/corrigendum and will be uploaded on CWC website <http://centralwaqfcouncil.gov.in/> All such change/s will automatically become part of this BID and will be binding on all Bidders. Interested Bidders are advised to regularly visit the CWC website as referred above for any updates.
- 3) Request for extension of date for submission of BIDs will not be entertained. However, to give prospective Bidders reasonable time to take the amendment into account in preparing their BIDs, CWC may, at its discretion, extend the last date for the receipt of BIDs. No BID may be modified subsequent to the last date for receipt of BIDs. No BID may be withdrawn in the interval between the last date for receipt of BIDs and the expiry of the BID validity period specified by the Bidder.
- 4) Bidders are advised to study the BID Document carefully. Submission of the BID will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the BID document with a full understanding of its implications. BIDs not complying with all the given clauses in this BID document are liable to be rejected. Failure to furnish all information required in the BID Document or submission of a BID not substantially responsive to the BID document in all respects will be at the bidder's risk and may result in the rejection of the BID.
- 5) If the space in the Proforma is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets may be used for each part. Any inter- lineation, erasures, or overwriting shall be valid only if the person(s) signing the BID initial(s) them.

- 6) CWC may ask Bidders for clarifications or additional documents/ credentials at its discretion.
- 7) Opening of BID– CWC will convene the BID opening session on duly notified.
- 8) The BIDs will then be passed on to a duly constituted Tender Evaluation Committee (TEC).

5 (a) Instruction to the Bidders

- 1) The Bidders can download this RFP from the council website www.centralwaqfcouncil.gov.in
- 2) Definitions and Abbreviations: The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:
- 3) “Bid” (including the term tender, offer, quotation or proposal in certain contexts) means offer to offer services in accordance with the terms and conditions set out in this RFP.
- 4) “Research and Education Institute” “Agency”, “Government Bodies” “Bidder”, “Service Provider” means any registered State or Central Government entity or person or associations of persons who submit their proposals for providing services in accordance with this RFP.
- 5) Terms of Reference (TOR) means the document included in the RFP which explains the scope of work, activities and tasks to be performed.
- 6) “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.
- 7) “RFP” means this request for proposal issued by Central Waqf Council for the purpose as mentioned in this document.
- 8) “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.
- 9) “Applicant” means Vendor / Bidder of the RFP.

5 (b) Bid Schedule and Data Sheet

1.	BID No.	No. 55(1)/2021-CWC(C&S)
2.	Date of Commencement of BID	14/02/2022
3.	Last date of submission of queries for pre-bid meeting	24/02/2022 1700 HRS (Thursday)
4.	Pre-Bid Meeting & Technical Presentation	02/03/2022 1130 HRS (Wednesday)
5.	Last Date and Time for Bid submission along with all supporting documents	21/03/2022 1700 HRS (Monday)
6.	Opening of Bids (Technical)	22/03/2022 1130 HRS (Tuesday)
7.	Mode of submission	Offline

5 (c) Single Bid System (Technical Bid Only)

- 1) The RFP has been advertised for Government agencies only
- 2) The RFP is a single Bid advertisement (Technical Bid only) as it is based on lump sum (Firm Fixed Price) contract, at a rate of Rs.550/- +GST (if applicable) per Waqf property/Auqaf based on categorization at the time of its registration as per **“Qaumi Waqf Board Taraqqiati Scheme”** revised guidelines released by the Ministry of minority Affairs, Government of India. A comprehensive guidelines and detail of the scheme may be access online from https://www.minorityaffairs.gov.in/sites/default/files/QWBTS_1.pdf
- 3) The sealed cover should be marked as **“Technical Bid”** and should contain
 - a. All applicable duly filled-in formats/permormas as available in annexure
 - b. Necessary information/documents of bidder’s profile including previous work experience of GPS Survey to Central/ State Government/ Departments/ Public Sector Undertakings etc. to ascertain the claim during technical evaluation
 - c. A separate letter of acceptance of bid Terms and Conditions by the Bidder.
 - d. Other required documents as per annexure in support of eligibility and technical evaluation criteria.
- 4) The Envelop should be marked as “Bid for GPS/GPS mapping work of Waqf Properties” and should reach in the office of the Central Waqf Council on the given address on or before 1st March, 2022 at 1700 hrs. Further, online bid may

be e-mailed to secycwc.wakf@nic.in with password protected in a single file containing all necessary documents. The Technical Bid will be opened on 2nd March, 2022 at 1130 hrs in the Conference Room of Central Waqf Council, Plot No. 13 & 14, Pushp Vihar, Sector-6, Opposite Family Court, New Delhi-110017. Any of the participating agencies/institution like to be present at the opening of Technical Bids, they may do so.

- 5) 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.

5 (d) 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 (e) 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.

- c) The Bid is not submitted in proper sealed cover with marked as indicated.
- d) The Bid is not in prescribed format not signed and not containing all required details/documents.
- e) The Bid is received after the expiry of due date and time.

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.

5 (f) Evaluation of bids

- 1) The response to BIDs received by the designated date and time will be examined by CWC to determine if they meet the terms and conditions mentioned in this document including its subsequent amendment(s) if any and whether responses to BID are complete in all respects.
- 2) On scrutiny, the response to BIDs found NOT in the desired format/ illegible/ Incomplete/ not containing clear information, will be rejected for the further evaluation process.
- 3) If deemed necessary, CWC may seek clarifications on any aspect of BID from the applicant. If a written response is requested, it must be provided within 3 days. Response received beyond 3 days, if any, will not be considered. However, that would not entitle the applicant to change or cause any change in the substances of their BID document already submitted. CWC will also make enquiries to establish the past performance of the applicants in respect of similar work. All information submitted in the application or obtained subsequently will be treated as confidential.
- 4) CWC reserves the right to reject the bid at any time without assigning any reason, thereof.

5 (g) Technical Evaluation Criteria (TEC)

The Technical bid will be evaluated by a technical committee formed by CWC as per the Technical Evaluation Criteria mentioned in the table below:

Sr. No	Indicators for TEC	Maximum Score	Obtained Score
1.	Type of establishment Central Government/Minority or Waqf Institution – 10 Marks State Government – 08 Marks Statuary/ Autonomous – 06 Marks	10	
2.	Date and Year of Establishment Minimum Five years – 05 marks More than Five years – 01 Mark for each year & maximum up to 10 Marks	15	
3.	List of Contract/Projects related to GIS/GPS work (Only last 5 years) – 05 Mark for each Project & maximum 25 Marks	25	
4.	Status of Contract/Project awarding agency (last 5 Years) International – 10 marks National – 08 marks State – 06 marks Local body – 05 marks Other – 03 marks	10	
5.	Total Cost of Completed Contract/Project for GIS/GPS related work only (last 5 years) More than 50 lakh – 15 marks Between 25-50 Lakh – 10 marks Between 10-25 Lakh – 08 marks Less than 10 lakh – 05 marks	15	
6.	National Accreditation/ Certifications (e.g., NAAC, NIRF, ISO etc.) A or above grade (or score 75% or above) – 10 marks Between A and B grade (or score between 50-75%) – 08 marks Less than B grade (or score 50% or less) – 06 marks	10	
7.	Regional preference (no documentary evidence required and to be determine by CWC based on work preference in origin state of bidder, institution, or agency) – 15 marks	15	
	Total	100	

The Bidders scoring a minimum of 60 marks or above will be ranked for empanelment based on their scores.

Note: It is mandatory to enclose documentary evidence to claim the marks for TEC. In absence of documentary evidence, the CWC may reject the claim and zero marks will be accounted. CWC reserves the right to contact the reference clients to ascertain the submission made by the bidders, during the evaluation process.

6. Allocation of Work

- 1) On successful demonstration in TEC, technically competent and efficient bidder/agencies will be empanelled and such list of agencies/bidders will be displayed on the website of Central Waqf Council to assist the task of SWBs as per the guidelines of the Scheme.
- 2) All the agencies will be ranked based on their performance.
- 3) CWC will not sent any personal e-mail/invitation letter in order to the empanelment of the agencies. All requisite information and list of empanelled agencies will be uploaded in public domain on the Council website.
- 4) Only empanelled agencies will be asked to perform the assign task in time-bound manner. Allocation of work will be done in consultation with the SWBs based on the demand available from the concern SWBs.
- 5) After empanelment, it is mandatory for the agencies/bidders to enter into a bipartite agreement with SWBs concerned. In this regard, a model MoU/Contract document may be executed in accordance to GFR, 2017 (as amended)rule and regulations.
- 6) After signing of the Agreement with SWBs, no variation or modifications of the terms and of the contract shall be made except by written amendment signed by both parties under intimation/approval to CWC.

7. Performance Parameters

- 1) The quality services as envisaged under the contract and implementation of SOP are preliminarily criteria for performance evaluation.
- 2) It is expected that the agency concern must demonstrate reasonable progress on monthly basis. Progress of assign work in number of properties mapped per months will be accounted as performance parameter.
- 3) The agency shall comply with a target-based approach. It is advisable to ensure mapping of minimum 5000 waqf properties per month.
- 4) Monthly performance of the agency will be used to rank their respective performance and, hence, continuation of empanelment of the agency/bidder.

8. Termination of Empanelment

The Authority may, by 90 (Ninety) days 'written notice of termination to the selected bidder, such notice to be given after the occurrence of any of the events specified in this clause, terminate this Agreement if:

- 1) The selected bidder fails to remedy any breach here of or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within 90(Ninety) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- 2) The selected bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- 3) The selected bidder fails to comply with any final decision reached as a result of arbitration proceedings; The selected bidder submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the selected bidder knows to be false;
- 4) Any document, information, data or statement submitted by the selected bidder in its Proposals, based on which the selected bidder was considered eligible or successful, is found to be false, incorrect or misleading;
- 5) As the result of Force Majeure, the selected bidder is unable to perform a material portion of the Services for a period of more than 30 days; or The Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.
- 6) The Agency has acted in any manner to the detrimental interest, reputation, dignity, name or prestige of CWC.
- 7) The Agency has failed to commence the provision of Services or has without any lawful excuse under these conditions suspended the work for 30 consecutive days.
- 8) In the event of the quality of Staffing Personnel and/or services as per the Scope of Work under the Contract with CWC/SWBs not found acceptable.

- 9) The Agency has neglected or failed to observe and perform all or any of the term's acts, matters or things under this Contract to be observed and performed by it.
- 10) CWC shall have the right to carry out the unexecuted portion of work either by itself or through selecting other agencies.
- 11) In the event of termination of this Contract, CWC shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity which the Agency shall be obliged to comply with.
- 12) CWC may take possession of the works and all deliverables of the Agency and use or employ the same for completion of the work or employ any other Agency or other person or persons to complete the works. The Agency shall not in any way object or interrupt or do any act, matter or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.
- 13) Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the Agency or due to the fact that the survival of the Agency as an independent corporate entity is threatened/has ceased, CWC/SWBs shall pay the Agency for that part of the Services which have been authorized by CWC/SWBs and satisfactorily performed by the Agency up to the date of termination.
- 14) Without prejudice any other rights, CWC. SWBs may retain such amounts from the payment due and payable by CWC to the Agency as may be required to offset any losses caused to CWC as a result of any act/omissions of the Agency.
- 15) In the event that the termination of this Contract is due to the expiry of the Term of this Contract, a decision not to grant any (further) extension by CWC/SWBs, or where the termination is prior to the expiry of the stipulated term due to the occurrence of any event of default on the part of the Agency, the Agency herein shall be obliged to provide all such assistance to the successor or any other person as may be required by CWC/SWBs.

16) When the Contract is terminated by CWC/SWBs for all or any of the reasons mentioned above, the Agency shall not have any right to claim compensation on account of such termination.

Note: This BID is not exhaustive in describing the functions, activities, responsibilities and services for which Bidder will be responsible. The Bidder, by participation in this BID, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this BID or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary or appropriate by CWC/SWBs for the proper performance of the contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this BID and Bidder's response to the same extent and in the same manner as if specifically described in this BID and Bidder's response.

9. Performance Bank Guarantee

- 1) Since this technical bid is meant for empanelment only, and thus doesn't not guarantee for the allocation/award of the work. Therefore, Performance Bank Guarantee may be applicable later on based on terms and conations as laid down in GFR, 2017 (as amended) and Contract/MoU document.
- 2) Further, the successful Agency/bidder will execute a performance guarantee within 15 days as refer above in point No. 1 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/State Waqf Board".
- 3) The Performance Guarantee should remain valid for a period of 60 days beyond the completion of the period of contract.

Annexure I - FORMAT FOR SUBMISSION OF TECHNICAL BIDS

Technical Bid Covering Letter

To,

<Location, Date>

The Secretary,

Central Waqf Council

Plot No. 13-14, Push Vihar, Sector-6

Opposite Saket Family Court

New Delhi-110017

Subject: Submission of Technical Bid for the empanelment to carry out GIS/GPS Mapping work of Waqf Properties (Field Survey) and upload information/data on Waqf Assets Management System of Indian (WAMSI) On-line Portal

Dear Sir,

The undersigned, on behalf of [give the name of Agency/ Institute/ Organization], offer to provide the services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our technical proposal.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

Further, we also understand you are not bound to accept any Proposal you receive.

Yours sincerely,

(Authorized Signatory)

(Name, Designation, Address, Contact Details, Seal, Date)

Enclosures:

(Please enclosed document as per TEC requirement, at point 5(g), mandatorily)

Annexure-II BID Submission Form

(To be submitted on the letterhead of the Agency(s))

To, <Location, Date>
The Secretary,
Central Waqf Council
Plot No. 13-14, Push Vihar, Sector-6
Opposite Saket Family Court
New Delhi-110017

Subject: Submission of Technical Bid for the empanelment to carry out GIS/GPS Mapping work of Waqf Properties (Field Survey) and upload information/data on Waqf Assets Management System of Indian (WAMSI) On-line Portal

Dear Sir,

We, the undersigned, offer to provide services in accordance with your BID for Empanelment of Agencies to carry out “GIS/GPS Mapping work of Waqf Properties (Field Survey) and upload information/data on Waqf Assets Management System of Indian (WAMSI) On-line Portal”.

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. Therefore, we are hereby submitting our BID.

We hereby declare that all the information and statements made in this BID are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the BID document. We understand you are not bound to accept any proposal you receive.

Yours sincerely,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Bidder:
Address:
Location: Date:

Annexure III – Bidder’s Information Details

Sr. No.	Items	Bidder’s Response
1.	Basic Information (a) Name of the Organization (b) Name of Contact Person (c) Designation (d) Registered Office Address (e) Contact Detail (Email & Phone) (f) Other/Alternate detail	
2.	Years of Establishment	
3.	PAN No. of Organization	
4.	Service Tax Registration No./GST No.	
5.	Regional Preference for the work	
6.	Total no. of Competent /professional manpower with their skills (may enclosed brief CVs)	
7.	Legal Status of organization (if any)	
8.	Status of debarred / black list (if any)	
9.	Net amount sanctioned for projects work during past five financial years (Individual or Organization level)	
10	Present Strength of Manpower (in proposed division/section/department)	

Authorized Signatory:

Name of the authorized signatory:

Date:

Place: Seal:

Annexure-IV- Agency Experiences

Details of the project undertaken in India or internationally (Attach Copy of Work order/ Purchase orders/ any documentary evidence) (One sheet for each Project should be submitted)

Project no. 1

Sr. No.	Items	Mandatory (Y/N)	Bidder's Response
1.	Client name	Y	
2.	Location of the client along with contact person, contact no and email id	Y	
3.	a. Date of work order received for the project b. Date of Commencement of contract: c. Date of Implementation of the project: d. Status of the Project (whether GIS/Mapping/ Technical support etc.):	Y	
4.	Nature of project for the Clients (Please list the activities handled by the bidder)	Y	
5.	Scope of Work	Y	
6.	Team Size	Y	
7.	Name of the Project Head	Y	
8	Any other Item		

Note: The bidder should give the above information in this format only.

Authorized Signatory:

Name of the Authorized Signatory:

Date:

Place: Seal

Annexure-V- Undertakings

To whom it may concern

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 BID 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 :

Bid Security Declaration

To,
The Secretary,
Central Waqf Council
Plot No. 13-14, Push Vihar, Sector-6
Opposite Saket Family Court
New Delhi-110017

<Location, Date>

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for submission of RFP # <<RFP Number for <<Name of the assignment>> (hereinafter called "the Bid") to CWC (hereinafter called 'the Purchaser').

I/We, hereby, accept that I/We will not withdraw or modify our bid during the bid validity period (180 days from submission date). I/We understand that on violation of this declaration, I/We may be penalized with suspension for participation in future for a period of up to one year.

(Authorized Signatory/ies of the Bidding Agency)

Seal:

Date: