

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY

## SURVEY OF INDIA



Ref No.: T-1101/14-C-Seminar

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTING  
SERVICES TO UNDERTAKE STUDY & MARKET RESEARCH FOR THE  
TRANSFORMATION OF SURVEY OF INDIA**

SURVEY OF INDIA

**REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR CONSULTING SERVICES TO UNDERTAKE STUDY & MARKET RESEARCH FOR THE TRANSFORMATION OF SURVEY OF INDIA**

1. Survey of India (SOI), under Ministry of Science & Technology, Govt of India is mandated to provide user focused, cost effective, reliable and quality geospatial data, information and intelligence for meeting the needs of sustainable national development and new information markets.

It invites EOI from registered companies/registered consultancy firms/registered non-government organizations/registered trust or societies/academic institutions having more than five years of active exposure/experience of delivering knowledge products and services in geospatial domain, consisting of market research and consultancy assignments to public and private sector enterprises as well as in-house publications. The responding firm should have demonstrated capacities in:

- Engaging with government agencies and institutions, private sector enterprises and other relevant stakeholders on a range of commercial, developmental and collaborative initiatives as part of its products, service and larger knowledge-network development endeavors in the geospatial domain.
- Five or more team members among others possessing over 10 years of experience in engaging with government and industry stakeholders in geospatial domain
- Undertaking studies in the areas of comparative assessment of country's geospatial capacities, market analysis, assessment of value of geospatial information/technology in economy

2. Director, DSA&DGDC, on behalf of Surveyor General of India, now invites sealed EOI from firms interested to take up CONSULTING SERVICES TO UNDERTAKE STUDY & MARKET RESEARCH FOR THE TRANSFORMATION OF SURVEY OF INDIA. This REOI is for short-listing firms through the process of open tendering

3. The scope of Services would include taking up study to identify gaps and opportunity areas with specific action points or interventions for Survey of India for overall development of Indian geospatial sector in line with the United Nations Integrated Geospatial Information Framework serving national goals and the UN as well as Niti Ayog Sustainable Development Goals.

4. This REOI includes the following documents:-

- (a) Section I - Instructions for submission of Expression of Interest.
- (b) Section II - Guidelines for Preparation of Expression of Interest.
- (c) Section III - Eligibility and short listing Criteria.
- (d) Annexure - I to VIII (to be filled by the firm/ applicant)

5. Firms will be selected in accordance with the procedures set out in General Financial Rules 2017 and Procurement Manual for Consultancy and Other Services 2017 issued by Ministry of Finance, Govt of India.

6. *The Request for Expression of Interest (RFEoi) comprising 'Short Listing Criteria' and 'Scope' can be seen with option to download from Central Public*

Procurement portal <https://eprocure.gov.in/cppp/> and also from SOI website <http://www.surveyofindia.gov.in/tenders> from 1<sup>st</sup> August, 2019, 1200hrs (Server Time) onwards. The interested firms need to submit the complete Eol along with all relevant documents online through the CPP portal (<https://eprocure.gov.in/cppp/>) to:-

*Office of the Director*  
Directorate of Survey Air & DGDC  
Survey of India  
West Block IV, 2<sup>nd</sup> Floor, RkPuram Sector-1 , Delhi- 110066  
Delhi

**Note**

Last date/time for receipt of bid: 19<sup>th</sup> August 2019 up-to 1500hrs (SERVER TIME).

Eols will be opened on 20<sup>th</sup> August 2019 at 1530hrs at Conference Room, Directorate of Survey (Air) & DGDC, West Block IV, 2<sup>nd</sup> Floor, RkPuram Sector-1 , Delhi- 110066

Late responses shall be automatically rejected.

Offline Eols will not be accepted.

9. Interested consultant firms may obtain further information at the address below from 0900hrs to 1730hrs (Monday to Friday, except govt holidays).

*Office of the Director*  
Directorate of Survey Air & DGDC  
Survey of India  
West Block IV, 2<sup>nd</sup> Floor, RkPuram Sector-1 , Delhi- 110066

## SECTION-I

### INSTRUCTION FOR SUBMISSION OF EXPRESSION OF INTEREST

1. Firms shall go through the instructions, guidelines and short listing criteria provided under Section I, II and III before preparing EOI proposal.
2. Completed Eoi (Annexure I to VIII)including all relevant documents must be uploaded online on the CPP portal (<https://eprocure.gov.in/cppp/>)Any citizen or prospective bidder can logon to this website and view the RFEoi and can view the details. Prospective firms can submit its response online; however, the firms are required to have enrolment/registration in this website and should have valid Digital Signature Certificate (DSC) in the form of smart card/e-token obtained from any authorized certifying agency of Government of India. The firms should register on this website using the relevant options available.
3. The Eoi shall be the basis of shortlisting for eligible firms, who will be invited to submit proposal for services required.
4. Eoi and all related correspondence/ documents shall be submitted in English. Supporting documents and printed literature furnished by Applicant with the Eoi may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Eoi, the English language translation shall prevail.
5. Power of Attorney (on stamp paper duly notarized) of the person submitting the Expression of Interest on behalf of the Applicant shall be attached.
6. The interested firm shall submit only one Eoi.
7. Survey of India reserves the right to reject any Eoi, without assigning any reasons thereof.
8. The Applicant shall provide all the information sought under this RF Eoi. Survey of India would evaluate only those Eois that are received in the required format and complete in all respects. Incomplete and / or conditional Eois are liable to be rejected.
9. Brief ToR is given in Annexure IA & IB.
10. No claims whatsoever will be entertained if submission is not received by due date and time.
11. Any details/clarification may be obtained online through CPP portal.
12. The Proposal of Eoi must be submitted no later than:-  
**Date:** 19<sup>th</sup> August 2019 **Time:**1500hrs (Server Time)
13. **Opening of the Eoi Proposal.** Eois will be opened on 20<sup>th</sup> August 2019 at 1530hrs in presence of members of EvaluationCommittee. Firm/or their authorized representatives who have responded to the REoi proposal may choose to remain present.

## **SECTION-II**

### **GUIDELINES FOR PREPARATION OF EXPRESSION OF INTEREST**

*(Following information shall be submitted on the official letterhead of the firm/ company using given formats and no free format will be used).*

- 1) The EOI will be submitted on the official letterhead of the firm/ company as per the covering letter mentioned at Annexure III. Also see Section-III for requirement of additional documentation.
- 2) Complete name of firm, date of establishment and type of organization, whether individual, proprietorship, partnership, private limited company, public limited company etc. (Annexure-III).
- 3) Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. For firms of foreign registry, indicate if there is any branch office(s) established in India with details in aforesaid manner. Information is to be furnished by sole applicant firm(Annexure-III).
- 4) If present firm is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of former entity (ties) and year(s) of their original establishment with details in aforesaid manner. Information is to be furnished by sole applicant firm. (Annexure-III).
- 5) List of not more than two (2) principals who may be contacted by this Office. Listed principals must be empowered to speak for him or for the firm on policy and contractual matters (Annexure-III).
- 6) Under this item, indicate financial figures from the firm's business for last 5 (five) financial years. (Annexure-IV).
- 7) Organizational strength of the firm to be given.(Annexure-V)
- 8) Firm's experience shall be provided by giving a brief description of methodology used and best practices adopted. (Annexure-VI)
- 9) An undertaking for supply of true information shall be given as per Annexure-VII.

## **SECTION-III**

### **SHORT LISTING CRITERIA**

1. **Annual Turnover**

- a) Annual turnover of the firm in any one of the last 3 years (i.e. 2016-2017, 2017-18 & 2018-19) shall be more than Rs.1 crores.
- b) For arriving at updated value, turnover shall be updated to the present year by a factor of 5% per year.

**Note:** Suitable relaxation will be made in case of MSMEs (Micro, Small & Medium Enterprises) and Startups.

2. **Proposal & Experience.** The proposal submitted by the firm/ company at Annexure IA & IB, organizational strength at Annexure V, and experience at Annexure VI will be evaluated for shortlisting.

3. **Other Criterias:**

#	Criteria	Proof/ Documents Required
(a)	The firm/ company should be registered under the Companies Act 1956	Copy of certificate to be enclosed
(b)	The firm/ company should not have been blacklisted by any Central/ State/ PSUs for what so ever.	Non blacklisting/ debarment letter to be duly enclosed (Annexure-VIII).
(c)	The firm/ company should have a valid PAN and GSTIN in India	Copies to be enclosed

3. *'Request for Proposal'* (RFP) will be issued to shortlisted applicants only and Survey of India reserves the right to reject any or all the proposals without assigning any reason.

**BRIEF SCOPE**

1. The study will cover following context:

- i. Evolving organizational mandates and role of national geospatial agencies internationally
- ii. Global as well as domestic dynamics (such as market, technology, development goals, etc.) driving the future of geospatial information and technology management and governance
- iii. Domestic user requirements, their challenges in geospatial adoption
- iv. Industry perspectives on enhanced geospatial integration
- v. Innovation and startup promotion, skill and HR development, MSME development in geospatial domain
- vi. Evaluation of the organizational (internal) and business environment (external) analysis for Survey of India will comprise evaluation of:
  - Organization profile to serve existing and emerging paradigms
  - Strategic role and responsibilities, skills and infrastructure capacities; and products and services offered by SOI
  - Market as well as development perspectives, collaboration and co-development approaches with international examples/experiences

2. The study should also comprise PPP model of partnership with other agencies extending advantage /benefit to Sol in capacity development of SOI, transfer of technology and consultancy in areas of relevant technology and geospatial data management.

3. Other aspects of study as mentioned above should cover:-

- (a) Expectation from Survey of India under this PPP.
- (b) Intellectual property rights.
- (c) Arbitration

**BRIEF SCOPE**

A brief write-up by the company, giving details of:

(i) The company

(ii) Studies Undertaken in the areas of comparative assessment of country's geospatial capacities, market analysis, assessment of value of geospatial information/technology in economy



**FORMAT OF COVERING LETTER FOR SUBMISSION OF EOI**

(On letterhead of the firm/ company)

To

Office of the Director  
Directorate of Survey Air & DGDC  
Survey of India  
Delhi

**EXPRESSION OF INTEREST FOR CONSULTING SERVICES TO UNDERTAKE  
STUDY & MARKET RESEARCH FOR THE TRANSFORMATION OF SURVEY OF  
INDIA**

Dear Sir

Having examined your advertisement dated .....inviting response to the above cited EOI, I/ We ....., hereby declare that I/we fulfil the minimum requirement/eligibility criteria to respond in full conformity to the EOI.

We enclose the requisite documents as follows:-

- (a)
- (b)
- (c)

I/ We understand that Survey of India reserves the right to reject any or all the bids in response to the EOI without assigning any reasons whatsoever.

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

Yours  
faithfully,

Signature and Seal of firm/ company

Name:

Date:

Signed in the capacity of.....

Duly authorized to sign for and on behalf of.....

**DETAILS OF THE FIRM/ COMPANY**

1. **Details.**

Name of the Firm	Date of Establishment	Country of Origin	Type of Organization			
			Individual	Partnership	Corporation	Other

2. Corporate/registered Office / Business Address / Telephone Nos. / Cable address/ E-mail address of consultant and its branch offices of the firm.

3. Name of, not more than two (2) principals who may be contacted with title, telephone number/ fax number, Email address.

**ANNEXURE-IV**

**FINANCIAL STATEMENT OF LAST THREE FINANCIAL YEARS**

<b>Ser No</b>	<b>Particulars</b>	<b>Name of Firm</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
1.	Annual turnover				
2	Net Profit.				

**Note.** The amount shall be stated in Indian Rupees (INR).

**ORGANIZATIONAL STRENGTH**

1. **Staff**

Five or more team members among others possessing over 10 years of experience in engaging with government and industry stakeholders in geospatial domain.

Ser No	Area of Experience	Total No of Personnel	Total No of Personnel Available With			
			1-3 Years of Experience	3-7 Years of Experience	7-10 Years of Experience	>10 Years of Experience
(d)						
(e)						

2. Brief of Major Assignment relevant to proposed study undertaken by the Firm.

3. Any other relevant information pertaining to core strength and capability of the firm/ company.

**ANNEXURE-VI**

**DETAILS OF EXPERIENCE IN AREAS OF  
STUDY & MARKET RESEARCH IN GEOSPATIAL DOMAIN**

<b>Ser No</b>	<b>Project Name &amp; Year</b>	<b>Client Details</b>	<b>Brief Description of the Task Carried Out</b>
1			
2			
3			

**UNDERTAKING**

I certify that the information provided in the Expression of Interest submitted by my firm/ company is true to the best of my knowledge. I also understand that any misleading or wrong information will lead to disqualification of my application even at a later stage.

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....

Duly authorised to sign for and on behalf of..... .

**NON BLACKLISTING/ DEBARMENT CERTIFICATE**

I/ We the undersigned, having registered office at .....(Address of the registered office) has/have never been blacklisted or debarred to apply for any such activities by any Central / State Government Department /Public Sector Undertakings or Court of law anywhere in the country.

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....

Duly authorized to sign for and on behalf of.....