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**TOR FOR SELECTION OF AGENCY FOR CONDUCTING  
TOPO SURVEY AND PREPRATION OF GFC FOR RING  
ROAD IN PULIVENDULA**

**DEVELOPMENT OF PULIVENDULA AS MODEL  
TOWN**

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June, 2022

ANDHRA PRADESH URBAN INFRASTRUCTURE ASSET MANAGEMENT LIMITED, VIJAYAWADA



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**I. Background**

APUIAML is JV company of Government of Andhra Pradesh (GoAP) and is under Municipal Administration & Urban Development department of GoAP.

GoAP envisages to develop as a Model town. In this context, GoAP has approved multiple projects under various sectors such as Water Supply, Sewerage, Storm Water Management, roads, Solid Waste Management, Development of Lakes & Canals, urban design projects etc. APUIAML is an end to end service provider for the entire initiative. APUIAML is now in the process of preparing DPRs and gearing up for issuance of tenders.

**II. Solicitation**

In this context, it is required to carry out Topographic survey for preparation of GFCs. In this regard, financial quotes are solicited to engage survey agency to for conduct of survey as tabulated below. The scope of work with key ToRs, General Conditions and quote formats are annexed.

#	Survey/Survey Type	Scope of Work
1	Topographic	Annexure 1
General Conditions		Annexure 2
<i>* Please note that the general conditions, payment terms, locations, units etc. are indicative.</i>		



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**III. Instructions to Agencies**

- a) The quotes provided shall be exclusive of applicable taxes.
- b) The agency is required to submit its quote in sealed envelopes at the following address on or before 17:00 HRS, IST, 07.05.2022. The subject on the envelope should be – Quote **FOR CONDUCTING TOPO SURVEY AND PREPRATION OF GFC FOR RING ROAD IN PULIVENDULA**

Division Head – Urban Infra Development

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML), 4<sup>th</sup> Floor,  
NTR Administrative Block, PNBS, Vijayawada - 520013

- c) The quotes should be submitted on agencies' letterhead duly signed by the competent authority and shall have the following contact information: (i) Contact Person Name (ii) Contact Mobile No (iii) Contact email ID (iv) Contact Address
- d) For further clarifications, the agencies may contact Mr. Santosh Kumar Alishala on 8897518289, [santosh.alishala@apurban.in](mailto:santosh.alishala@apurban.in)
- e) This document is also available on the website – [www.apurban.com](http://www.apurban.com)



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**ANNEXURE 01**

**KEY TOR FOR CONDUCT OF TOPOGRAPHIC SURVEY**

Survey Type	Topographic Survey
<b>Location</b>	Pulivendula
<b>~Est. Quantity (Indicative)</b>	Roads – 12.56 km
<b>Proposed Scope</b>	<p>As under</p> <ul style="list-style-type: none"> <li>• Longitudinal Levels @ 20m C/C</li> <li>• Cross Sections at Every 20 C/C and Photos at each Junction</li> <li>• All physical feature visible on ground like Electrical, Telephone, Street light poles, advertisement poles, manholes, signage boards, trees etc.</li> <li>• Property Boundaries</li> <li>• Levels required for Carriage way Width, Median Width, Drains, Shoulder and Culverts (nos., length &amp; dia.)</li> <li>• Chainage of alignment</li> <li>• Cross Section for Roads, Junctions, Rotaries, Drains, Footpaths, and Connecting roads, Manholes</li> <li>• Three Levels for Storm water Drains at every 100 m interval and also at every junction (Top Level at both Ends and Invert Level)</li> <li>• TBMs have to be marked with paint and the of list of TBMs along with the locationsketches shall be provided. At least 30% TBMS should be preferably permanent structures.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Survey drawing on 1: 1000 scale and plotting of spot / Ground levels at thirty meters Intervals (with grid) and at sudden changes in levels and all features and spotting all utilities. Output shall be in electronic version in AutoCAD (2010 version)</li> <li>• All levelling calculations shall be submitted in a register along with all field recording data books. All the field data and calculation work shall be done in MS- Excel.</li> <li>• All field books, note books, CDs, drawings and other documents containing field data gathered during traverse survey shall be handed over to the client and consultant shall have no claim or use whatsoever.</li> <li>• GFC drawings for section at every 20m c/c for entire width of Ring Road</li> </ul>



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	<ul style="list-style-type: none"><li>• Earth work calculations for filling and cutting</li><li>• Soft copies of time stamped photographs of survey</li></ul>
<b>Technical Eligibility Criteria</b>	<ul style="list-style-type: none"><li>• The consulting firm/ person should have experience in conducting pre survey / topography survey for length of atleast 10km of single project in any 1 financial year for Govt. projects</li><li>Or</li><li>• The consulting firm/ person should have experience in conducting pre survey / topography survey for length of at least 10km of single project in any 1 financial year for private projects</li></ul>
<b>Proposed Payment Terms</b>	<ul style="list-style-type: none"><li>• The payment to the consulting firm shall be based on back to back basis for the milestone as given below:<ul style="list-style-type: none"><li>a. Submission of Draft Report – 50%</li><li>b. Submission of final report -50%</li></ul></li></ul>
<i>APUIAML shall facilitate in obtaining any permissions if required.</i>	



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**FORMAT FOR SUBMISSION OF QUOTE**

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**Annexure -1**  
**FORMAT FOR FINANCIAL PROPOSAL**  
*[On the Letter head of the Firm]*

**Date:**

To  
The Division Head (Urban Infra Development),  
Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML),  
4thFloor, NTR Administrative Block, Pandit Nehru Bus Station,  
Vijayawada-520013, Andhra Pradesh

**Sub: FINANCIAL PROPOSAL FOR PROVIDING CONSULTANCY SERVICES FOR “TOPO SURVEY AND PREPRATION OF GFC FOR RING ROAD IN PULIVENDULA”**

**Sir:**

For providing consultancy services for the subject assignment, we hereby submit the following Professional Fee quotation to the APUIAML.

We quote our proposal in terms of fixed cost (Lump sum) for an amount of Rs. ( \_\_\_\_\_ )  
(Rs. In words \_\_\_\_\_)

And this is inclusive of transport, printing and stationery and all other expenses except applicable taxes towards our Professional fee for the subject assignment to be paid as per payment schedule specified in this TOR.

We shall abide by the above quote, terms and conditions of this TOR, if APUIAML selects us as the Consultant for this particular assignment. We also understand that, in case any difference between the quoted amount in words and figures, the quote in words will be taken as final.

We agree that this offer shall remain valid for a period of one hundred and eighty (180 days) from the Proposal Due Date or such further period as may be mutually agreed upon.

***Yours faithfully,***

\_\_\_\_\_  
***(Signature of Authorised Signatory)***

***(Name, Title, Address, Date)***

***Note: The financial proposal to be submitted strictly as per the above format. Noncompliance to the above format shall disqualify the firm’s proposal***



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**NOTE:**

1. The quotes provided shall be exclusive of applicable taxes
2. The quotes should be submitted on agencies' letterhead along with cover letter duly signed by the competent authority and shall have the following contact information: (i) Contact Person Name (ii) Contact Mobile No (iii) Contact email ID (iv) Contact Address



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**ANNEXURE 02**

**GENERAL INSTRUCTIONS TOR FOR SURVEY (as applicable)**

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**1. General Instructions**

- a) All survey work locations shall be identified and data collection shall be carried out by the survey agency in the prescribed format agreed with APUIAML.
- b) The Calibration Certificate for the instruments used shall be submitted to APUIAML
- c) All survey data sheets shall be provided to APUIAML upon completion of survey.
- d) All survey data needs to be entered by the survey agency in the format agreed with APUIAML.
- e) APUIAML representatives visiting the site shall be extended full cooperation and they shall be explained about methodology adopted and shall be appraised about the measures adopted for accuracy of work.
- f) The schedule of surveys should be approved by APUIAML before commencement of survey.
- g) The quoted rates shall be inclusive of the cost of labour, materials, equipment, transport, punching of data in prescribed format, and reports etc. and no other charges whatsoever shall be entertained in any circumstances.
- h) The number of survey locations is subject to change at the time of issue of work order.
- i) The survey agency at his cost shall ensure all safety measures and APUIAML shall hold no responsibilities in this regard.

**2. Deliverables**

- a) Survey data shall be submitted by the survey agency in the agreed format in agreed software.
- b) All field survey sheets, observations, drawings and other documents containing field data gathered during survey shall be handed over to the client and survey agency shall have no claim or use whatsoever. The survey agency shall not reproduce any data collected from the work in any form.
- c) Survey Data Analysis Report shall be submitted by the survey agency in the agreed format
- d) The soft copy of the drawings, database and report in Word /Excel /PPT/Dwg/PDF /shape/Dbx. Etc. format needs to be submitted at each stage along with the above.
- e) The format for submission of the data and report shall be discussed and agreed with the client and the reports shall be in submitted in the format agreed upon.
- f) No other payment shall be made towards out of pocket expenses.

**3. Effecting Payment to the Survey agency**

- a) The payment due to the survey agency for various milestones shall be paid once APUIAML approves all the deliverables for respective milestones.





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- b) If services of survey agency are required for any work, not covered under this assignment, the scope and payment for the same shall be decided on mutually acceptable terms.

#### **4. Deduction**

All payments to the survey agency under the terms of engagement are subject to tax deduction at source under Income Tax Act and any other enactment that may be in force from time to time. The client will also be entitled to deduct from the payment due to any dues payable by the survey agency to the client. The client shall provide to you within prescribed time limit the appropriate tax deduction certificate evidencing payment of such taxes.

#### **5. Execution of the Assignment**

The survey agency shall keep the client informed about the progress of work.

#### **6. Ownership of Copyright**

Any deliverable prepared as part of this assignment shall be the intellectual property of the APUIAML. The drawings, specifications, documents and reports, survey formats, filled data sheets etc prepared as instruments of service shall be the property of APUIAML whether the project, for which they are made, is executed or not. APUIAML shall retain copies of the survey agency's drawings, specifications and other documents for information and use in connection with the projects.

#### **7. Arbitration**

All disputes or difference which may arise between APUIAML and the Survey agency with regard to the meaning or interpretation or things done in pursuance of executed workorder, such disputes and difference shall be resolved mutually and if required and called for the same shall be referred for arbitration, which shall be conducted as per the provisions of the Arbitration and Conciliation Act 1996. Any dispute submitted to arbitration shall be considered by a mutually acceptable sole arbitrator. In case the Parties are unable to agree & decide on a sole arbitrator, then the dispute shall be considered by three arbitrators one to be appointed by APUIAML and one to be appointed by Survey agency and the third arbitrator to be appointed jointly by the arbitrators of the Client and the Survey agency. Each Party shall bear their respective cost to be incurred on the arbitration proceedings. The decision and award of the arbitrator shall be final and binding on the Survey agency and the Client. Place of arbitration shall be Vijayawada, Andhra Pradesh

#### **8. Indemnity**

In case of any dispute, controversy, litigation, public agitation etc. connected with the with the services rendered/ being rendered by Survey agency or arising out of any matter connected with or incidental to the services provided/ or being provided by Survey agency or for any other reason, the Survey agency



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shall indemnify and keep indemnified and hold APUIAML, its employees, authorized representatives, agents harmless from and against all costs, claims, damages, proceedings, liability, including fees paid to legal counsels etc. in this behalf.

**9. Confidentiality**

Survey agency shall not disclose to anyone either during carrying out the services or within two years after completion of this assignment, any confidential or proprietary information relating to the Project or the APUIAML's business affairs or operations without the prior written consent of APUIAML.

**10. General**

APUIAML may make such rules and/ or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this work order with due intimation to you and the same will be binding on you.