पनवेल महानगरपालिका, पनवेल

<u>मालमत्ता कर विभाग</u>

<u>अंदाजपत्रक बनविणेकामी दरपत्रक मागविणे</u>

पनवेल महानगरपालिका मालमत्ता कर विभागा अंतर्गत सन २०२५-२६ ते २०२९-३० या पाच आर्थिक वर्षाकरिता "संपुर्ण मालमत्तांचे (जमिनी व इमारती) नोंदणी व GIS आधारित पुन:सर्व्हेक्षण करून करमुल्यांकन व इतर अनुषंगिक कामे" करावयाची आहेत. संबंधित कामाकरिता उक्त क्षेत्रात अनुभवी व इच्छुक एजन्सीद्वारा महानगरपालिकेत अंदाजपत्रकीय रक्कमे बाबत बाजार भाव अन्वये तपशील मागविण्यात येत आहे. तरी या क्षेत्रात काम करणाऱ्या संबंधित एजन्सी यांनी महानगरपालिकेच्या www.panvelcorporation.com या संकेतस्थळावर अथवा मालमत्ता कर विभाग यांच्याशी संपर्क साधून विहित नमुन्यामध्ये विहित मुदती पूर्वी संबंधित कामातील विविध बाबीं करिता कामाच्या तपशीला प्रमाणे स्वतंत्र दर भरून quotation व प्रस्ताव सादर करावे.

मुदत:-दिनांक — १८/०१/२०२५ वेळ सायं — ०६.०० वाजेपर्यंत.

पमपा/ / /प्र.क्र. दिनांक

सही/-
(उपायुक्त)
मालमत्ता कर विभाग
पनवेल महानगरपालिका

Panvel Municipal Corporation

Property Tax Dept.

Request For Quotation (RFQ)

Panvel Municipal Corporation intends the Property Tax Department for the five financial years 2025-26 to 2029-30, “a complete registration of all properties (lands and buildings) along with GIS-based re-survey, property valuation and other related work” is to be carried out. For this work, the Municipal Corporation is inviting quotations based on market rates for the estimated amount from experienced and interested bidders in the relevant field.

Agencies working in this sector are requested to submit their quotations and proposals in the prescribed format, detailing the rates for various aspects of the work as per the work schedule, within the given deadline. The proposals should be submitted through the Municipal Corporation’s website at www.panvelcorporation.com or by contacting the Property Tax Department.

RFQ Notice No:

Date: 18/01/2025 Timing - 06.00 pm

Signature/-

(Dy. commissioners)

Panvel Municipal Corporation

2025

QUOTATION

No. PMC/PT/ / 2024-25

Providing Services for resurvey and verification and Computerization for Assessment of property tax within the limits Panvel Municipal Corporation, Panvel.

(Quality cum Cost on experience Based Selection (QCBS) Method)

Panvel Municipal Corporation (PMC)

5. Scope of Work

Introduction.

Panvel Municipal Corporation, Panvel invites tenders from eligible persons, agencies for appointment of technical consultant for assisting Municipal Corporation for valuation of Municipal property and other allied taxes through conventional comprehensive survey of previously registered properties, new property and new construction, amendments, modifications properties and any area or any property time to time ordered by Municipal Corporation in the Municipal jurisdiction capturing all the details and parameters of those properties which are relevant for registration, levy and collection of property tax and other municipal taxes, comprehensive integrated survey and computerization of property tax department along with the mainframe software and works of property tax department. PMC have previously carried out the property survey and computerization for property tax assessment in year 2021-22 for the limit of New Panvel East & west Node, Kamothe Node, Kalamboli Node, Kharghar Node, Taloja Pachanand Node and former all old Grampanchayat.

The agency shall quote the rates for already surveyed properties re verification works for the properties where no changes is found during survey and separately for the other properties where changes, modifications or new construction is found for survey work (As basic property survey work) for the above area of PMC limits. Also, if PMC may undertake the property survey and assessment work to be carried out as per capital value method, a fresh methodology and survey with additional data collection as required for the capital value method, the agency shall quote the additional rates of survey and assessment of properties to be done on Capital Value, in addition to basic survey work as above if and as required.

The former Panvel Municipal Council Area requires a fresh collection of survey data for all properties. Each property needs to be assigned a Unique Property Identification Number (UPIN) as per rest Municipal Area/nodes. This includes capturing information on old and new constructions, as well as any amendments or modifications. Additionally, Geo Tagged photographs and plans of every property must be documented. The selected agency will utilize its registered software to prepare a database for property assessment and taxation.

The software must be capable of calculating and applying taxation based on either the rateable or capital value method, in accordance with the law. After conducting a survey, the relevant data should be entered into the software to enable the calculation of property assessments based on the selected method. Additionally, the software should include an automated property tax assessment module. All assessment processes under the applicable act and methodology will be established and regulated by the Panvel Municipal Corporation (PMC). The agency is required to carry out the entire work according to the specifications, coordination, and guidelines set forth by the Honorable Commissioner of the Panvel Municipal Corporation.

After completing the property tax assessment work, the selected agency shall deliver the property tax assessment data in Excel format and all hard copies of documents to the Panvel Municipal Corporation. In case of any complaint or grievances received from the property holder or municipal corporation, ask for revisit and re-survey of any property property after the visit of the comprehensive door to door Survey the selected agency shall assist and do the necessary survey time to time for any

property and shall claim the additional amount of Survey for revisit and rework as per the agreement, scope of work and rates of contract

5.1 Detailed Scope of Survey and property tax assessment work

A. Capturing Drone Image (If Permitted) and Zonal Offices Jurisdiction wise door to door Enumeration and Geo Sequencing of properties (Lands & Buildings)

1. The selected agency, on behalf of PMC, shall procure the UAV drone high resolution image of less than 5 cm resolution surface model geospatial data and Geo Ultra image, required mapping of Ground Control Points if any, as per the tender and process the image on GIS applications for geo referencing for further uses. All permissions of UAV drone shall be the responsibility of Municipal Corporation and proper follow up for the same is to be taken by concern bidder.
2. Satellite or MRSAC or NRSA image provided by Municipal Corporation or Google freeware image shall be used for the numbering procedure till the procurement of drone image.
3. If capturing drone image is not possible the agency shall procure latest and special satellite high resolution image from NRSA or MRSAC for which all permission shall be arrange given by PMC.
4. Taking GCP, Providing Geo referenced aerial image of the entire properties (lands & buildings) for less than 5 cm within PMC limits, for Demarcation of existing revenue wards boundaries, zonal office boundaries etc.
5. The Municipal Corporation has already completed the works of property survey and tax assessment by consecutively numbering the entire properties in the limit of New Panvel East & west Node, Kamothe Node, Kalamboli Node, Kharghar Node, Taloja Pachanand Node and former all old Grampanchayat for the year 2021-22. The selected agency has to do further work using the said numbering and data for above area in the limits of PMC. The selected agency has to assign Geo-Sequencing numbering only to the newly identified buildings.
6. For the former Panvel Municipal Council Area of PMC the selected agency shall assist to carry out the work of conventional manual survey of enumeration and listing of owners/occupiers of each property for which PMC Concerning ward/sector Inspector and registers will be provided on spot to the agency. Demarcation of existing ward, sector, and zone boundaries, along with revised revenue ward boundaries and Municipal Corporation boundaries, on the image of PMC limits as directed by PMC, shall be performed by the agency. The sequential Unique Property Identification Number (UPIN) shall be assigned through a new numbering system based on ward and sector delineations (Geo-Sequencing). Each property will be marked with the UPIN using oil paint in visible locations on the exterior. Additionally, a register of properties shall be created that includes the old registered information from the PMC for comparison, allowing for the identification of changes inoccupants, names, and property usage.
7. The selected agency shall provide services to identify unassessed properties, partially assessed older properties, and newly constructed properties by conducting on-site verification of the old Municipal Corporation registers. The agency shall prepares separate lists for these properties, with the unassessed properties sequentially numbered.
8. For properties that contain commercial or residential units, either partially or fully (such as commercial complexes, flat systems, multi-use buildings, row houses, or township units), any of the units may be

assigned an oblique number or a main number, depending on what the selected agency deems appropriate.

9. GIS-The use of geographical information system shall be limited to demarcation of the properties and putting the property numbers on the printout of aerial or Google or MRSAC images, and providing their printouts only. No grounding or data, interpretation and integration of the data regarding any property tax information shall be required to done on the behalf of this contractual work. PMC not needs any GIS software from the selected agency for the purpose of GIS maps, reading and editing.

B. Providing services for assisting the Municipal Corporation for the Reverification of survey of the properties where internal measurement found same against previously carried out survey in the properties (lands & buildings) for tax assessment within the limit of New Panvel East & west Node, Kamothe Node, Kalamboli Node, Kharghar Node, Taloja Pachanand Node and former all old Grampanchayat.

1. A field property survey shall be conducted for all properties within the limits of newly extended PMC area. As PMC have previously conducted the door to door property survey, the selected agency shall reverify all those collected data on fresh revisit and shall verify and update all details regarding property survey, occupier, renter, communication details, use etc. If no changes found in the measurement details those were collected during previously carried out survey for the properties, the agency shall register all updated details keeping the existing measurement and plan same and shall enter and update the data in this software accordingly.
2. This survey shall be carried out according to the revenue ward and sector boundaries established by PMC.
3. The selected agency shall provide surveyors and assistants for all required technical assistance with PMC staff for on-spot re-verification of survey and data collection/verification,
4. The selected agency shall capture and link Geo tagged photos and the property owner's signature of every property on the survey form or survey app by the selected agency under the guidance of PMC.
5. In addition to above, the selected agency shall verify and collect all the Parameters mentioned below in the scope of work section 5.1 (E).
6. The agency shall assist and provide services for Computerization of other data and preparation of database for assessment and implementation, if rates of taxation are revised as mentioned in section 5.1(H) or shall maintain the existing taxation in new lists to be prepared in case of rates are not revised.
7. However if previously the property is measured from outside, the selected agency shall ensure and make efforts for total new re survey and capture inner measurements along with preparation of new inner line plan with all details like age,size,use and type of construction and in that case the concern property shall be considered as newly surveyed property for tender item rates.

C. Providing services for assisting the Municipal Corporation for the survey of the properties where changes, alteration are recorded or newly constructed and unassessed old properties if any (lands & buildings) recorded against previously carried out survey for the properties (lands & buildings) for tax assessment within the limit of New Panvel East & west Node, Kamothe Node, Kalamboli Node, Kharghar Node, Taloja Pachanand Node and former all old Grampanchayat.

1. During site visit and survey as above if the selected agency identify any changes, partly or fully, in the existing property survey records regarding any parameter which is responsible for change in taxation and assessment, The Selected agency shall carry out fresh and new measurements along with preparation of plans and re-verify all the Parameters mentioned below in the scope of work section 5.1 (E) for the re-verification of the data .
2. A fresh field property survey shall be conducted where newly constructed and unassessed properties (lands & buildings) recorded against previously carried out survey for the properties (lands & buildings) for tax assessment within the limits of PMC. This survey shall be carried out according to the revenue ward and sector boundaries established by PMC.
3. The selected agency shall provide surveyors and assistants for all required technical assistance with PMC staff for on spot survey and data collection, capturing geo tagged photos and the Required data of each property.
4. Surveying team shall request the property holders for the measurement of the property from inside to secure maximum and correct details of the survey. However if property owner/holder refuses to measure the property anyway, survey team shall visit the property again once. If during such visit also property occupier refuses for measurement, Surveying team will have right to enter the visibly approximate construction areas and uses into the surveying form. However if property owner/holder refuses to measure the property from inside, Surveying Team shall measure the premises from outside and the 20 % construction area will be deducted for wall thickness.
5. The agency shall capture and collect the required any other data as required by the Municipal Corporation. The agency shall capture all revised and relevant details required for assessing the property tax and prepare the inner line plan of every property along with digital photograph of the properties where ever the changes are recorded during verification of the property survey. The plan and photos of property shall be duly linked with the property database in the software. The agency should assist to prepare the Survey form and the floor plan of each property as per specimen specified.
6. The agency shall capture and collect the required any other data as required by the Municipal Corporation. The agency shall capture all revised and relevant details required for assessing the property tax and prepare the inner line plan of every property along with digital photograph of the properties where ever the changes are recorded during verification of the property survey. The plan and photos of property shall be duly linked with the property database in the software. The agency should assist to prepare the Survey form and the floor plan of each property as per specimen specified.
7. The Selected agency shall capture all the Parameters mentioned below in the scope of work section 5.1 (E). The selected agency shall generate separate UPIC ID against each newly added.unassessed property recorded during the door-to-door survey of the property.
8. All the data needs to be freshly collected for the assessment of property taxation, Capturing photos and plans of every property and shall be entered.
9. The selected agency shall use own registered software for the purpose of preparation of database for assessment and taxation.
10. In addition to above, the selected agency shall verify and collect all the Parameters mentioned below in the scope of work section 5.1 (E).

11. The agency shall assist and provide services for Computerization of other data and preparation of database for assessment and implementation, if rates of taxation are revised as mentioned in section 5.1(F) or shall maintain the existing taxation in new lists to be prepared in case of rates are not revised

D. Providing services for assisting Municipal Corporation for survey of the properties (lands & buildings) for tax assessment within the limit of former Panvel Municipal Council Area.

1. The PMC was formed in year 2016 and the Former area under Panvel Municipal Council was surveyed for property tax data collection during 2015. The concerned survey needs to be resurveyed in fresh manner for collection of data and its computerization for having unified systems and data. For the former Panvel Municipal Council Area of PMC the selected agency shall assist to carry out the entire work of conventional manual survey of door to door enumeration, Geo sequencing and listing of owners/occupiers of each property for which Municipal Corporation Concerning ward/sector Inspector and registers will be provided on spot to the agency. Demarcation of existing ward/sector/zone boundaries and revised revenue ward/sector boundaries, Municipal Corporation boundaries on the image of PMC limits as directed by PMC shall be done by the agency. The sequential Unique property identification Number(UPIN) shall be done with ward/sector wise fresh and new numbering(Geo-Sequencing) and shall be marked on every property by oil paint on external visual places and such register of properties shall be prepared mentioning PMC old registered information for comparison and identifying changes of occupier, names and use.
2. In addition to above, the selected agency shall verify and collect all the Parameters mentioned below in the scope of work section 5.1 (E).
3. The agency shall assist and provide services for Computerization of other data and preparation of database for assessment and implementation, if rates of taxation are revised as mentioned in section 5.1(F) or shall maintain the existing taxation in new lists to be prepared in case of rates are not revised.
4. A fresh and comprehensive door to door Property Survey of the properties (lands & buildings) for tax assessment within the limit of former Panvel Municipal Council Area shall be carried out as per revenue ward/sector boundaries to be governed by PMC. The selected agency shall provide surveyors and assistants for all required technical assistance with PMC staff for on spot of survey and data collection/verification, capturing revised photos and following data of each property. All the data needs to be freshly collected. New construction, amendments, modifications are to be captured for the assessment of property taxation, Capturing photos and plans of every property and shall be entered the agency selected will use own registered software for the purpose of preparation of database for assessment and taxation.
    i. Property ownership details
    ii. Internal survey and measurement
    iii. Detail property Survey and collect the specified parameters as Floor, Age, and Type of use, Type of Construction, Type of floor, Construction and use wise area. The agency shall measure room wise dimensions.
    iv. Calculate Construction and use wise carpet, built up, taxable and plot areas of the properties.
    v. Property photo

vi. Mobile Number
vii. Email Id
viii. Renter and Rent details(If Available)
ix. Rent agreement (If Available)
x. Occupancy Certificate
xi. Possession Date (If Available)

Survey for property tax Discount

i. Rainwater harvesting
ii. Solar energy use
iii. Solar water heater
iv. Sewage treatment plant(STP)
v. Woman Property
vi. ex-soldier
vii. martyred soldier
viii. Waste management and segregation
ix. Electric Vehicle (EV) Charging Station

E. In addition to the above property survey work, the selected agency has to complete the following work for the property tax assessment.

1. PMC shall provide Municipal Corporation Staff (One member per surveying team) with the selected agency. The selected agency shall have right to enter any property during working hours including Sunday and holiday for the contract purpose on behalf of PMC with consent of the occupier. The selected agency may, if required, re-enter any property for the purpose of re-verification or checking the data.
2. The Survey form shall be designed as per the instruction given by officers of PMC and shall be printed and provided by the selected agency.
3. The Selected agency shall capture following details while Resurvey and Verification of the data-
   i. Update Property ownership details (if the name has changed since the last registration.)
   ii. Internal survey and measurement verification
   iii. New and revised photo (Compulsory)
   iv. Mobile Number (if available)
   v. Email Id (if available)
   vi. Renter and self-declare Rent details (If Available)
   vii. Possession Date (If Available)

   Updated property tax discount Survey information if available for

   i. Rainwater harvesting with geo tagged location.
   ii. Solar energy use
   iii. Solar water heater
   iv. Sewage treatment plant (STP)
   v. Woman Property
   vi. ex-soldier

vii. martyred soldier
viii. Waste management and segregation
ix. Electric Vehicle (EV) Charging Station

4. The works contract jurisdiction under PMC majorly includes type
   - Group housing apartments (flats),
   - Major properties like industrial, malls, showrooms etc.,
   - Slums and village, colonies, congested areas.
5. The selected agency shall collect and divide all property as following.
   - Residential.
   - Commercial.
   - Institutional.
   - Religious.
   - Government.
6. The selected agency should co-ordinate to carry on detail property verification survey and collect the specified parameters as
   - Floor,
   - Age,
   - Type of use,
   - Type of Construction,
   - Type of floor,
   - Construction and use wise area.
   - The agency shall measure room wise dimensions.

7. The selected agency calculates flowing specified area in the all properties.
   - Construction and use wise carpet area.
   - Built up area.
   - Taxable area.
   - Non-Taxable area.
   - Plot area of the properties.

8. The agency shall prepare on internal measurement site plan of property with special demarcation as following (In Case of Change in Previous Measurements).
   - Carpet area. Built up area.
   - Plot area. Taxable Utility area.

- Terrace and porch area. Nontaxable Utility area.
- Renter and rent details.
- Mark the occupiers and the type of construction, use, age wise occupied area.

9. If property is commercial/Industrial the selected agency captures following details.
   - Name of shop.
   - Industry Name
   - Trading/manufacturing.
10. Surveying team shall request the property holders for the measurement of the property from inside to secure maximum and correct details of the survey. However if property owner/holder refuses to measure the property anyway, survey team shall visit the property again once. If during such visit also property occupier refuses for measurement, Surveying team will have right to enter the visibly approximate construction areas and uses into the surveying form. However if property owner/holder refuses to measure the property from inside, Surveying Team shall measure the premises from outside and the 20 % construction area will be deducted for wall thickness.
11. PMC shall be constrained to provide buildings maps from its office records for type of high-rise and big buildings to selected agency for verification and assistance during survey work of such high-rise and big buildings. Such flats in apartments have wings/types wise similarity in carpet areas. So selected agency shall verify the overall taxability parameters widely for each flat unit property but may not measure each flat as they are similar in nature widely. PMC understand that internal changes of walls and furniture does not change overall taxable area, so it shall not be mandatory to measure each similar units. The selected agency shall ensure change in parameters relevant to taxes if any and shall take note in the survey if found. In Such group housing cases the survey forms or survey mobile applications may be signed by the occupier or Secretary of each society or the person authorized by them on a common declaration form mentioning that all the survey and data collection have been done in their presence and consent for the entire unit properties within the society. For type of induvial and its similar properties, both parties will request the property holders for the measurement of the property from inside to secure maximum and correct details of the survey.
12. The agency shall capture and collect the required any other data as required by the Municipal Corporation. The agency shall capture all revised and relevant details required for assessing the property tax and prepare the inner line plan of every property along with digital photograph of the properties where ever the changes are recorded during verification of the property survey. The plan and photos of property shall be duly linked with the property database in the software. The agency should assist to prepare the Survey form and the floor plan of each property as per specimen specified.
13. The agency shall prepare on internal measurement site plan of property (In Case of Change in Previous Measurements) with special demarcation of carpet, built up area and mark the occupiers and the type of construction, use, age wise occupied area while surveying on the graph paper on survey form. The agency shall collect the signature of the property holder or occupier on such plan wherever is possible. It shall also be necessary to mark all room dimensions on this plans. Separate plan shall be prepared of separate floors wherever floor plans are different.

14. The agency shall computerize the above prepared floor plans (In Case of Change in Previous Measurements) of the properties in any compatible software format and shall mark all details on the computerized plans. The plans should be linked to the individual data of the properties in the database along with photograph.
15. As per directions and rules given by the Hon Commissioner, Panvel Municipal Corporation, the agency shall carry out on survey of socio economic demarcations of property tax rateable value zones as high rent area, medium rent area, low rent areas, commercial, residential, slum etc. pockets of assessment of rates for expected rental values and prepare, provide Zone Map showing all ward and zone boundaries for Taxations.

F. **Computerization of other data and preparation of database for assessment and implementation: -**

1. The selected agency shall capture computerized old property numbers and old current taxes details as per record of Municipal Corporation, zone, other registered details from Municipal Corporation and enter the data in the newly provided software as per tender. The agency shall computerize ward/sector and property wise zoning details for atomized Assessment of rental values also the agency shall link the old information, old current taxes, and photo and computerize plan to the database. Also the agency shall make any changes in data entry after hearing and any updations needed by Municipal Corporation until final publication of assessment lists as posting of results, changes in survey, mutations, alterations, additions and deletions.
2. As per directions and rules given by the Hon Commissioner of Panvel Municipal Corporation, The agency shall prepare and provide Computer Printed multicolor property wise individual Computerized Property tax assessment case papers along with Photo and plans printed showing all Calculations and old records details with all required printings and stationary and bindings.
3. The agency shall print and provide ward wise Primary tax assessment lists in annexure.
4. The agency shall provide Individual multicolor Notices of taxes as per annexure and Register of objections, Hearing Note sheets, etc. with preprinted stationary and necessary bindings.
5. It will be the responsibility of the selected agency for distribution of all the notices of property tax to the property holders. selected agency shall at liberty may distribute door to door, the complete set of notices of all society members from society-to-society buildings personally or the set of individual property notices shall be delivered to the respective secretary or its representative, in case of the housing or commercial society. No door-to-door individual society members shall be personally delivered by hand. In case of individual buildings, the retrospective notices shall be delivered to the owner or his representative present at the time of delivery. Selected agency shall take the signature of the representative or any receiving person at the time of delivery of the notices on the receipt of notices in case of door-to-door manual delivery.
6. The agency shall assist Municipal Corporation for objection hearings, reverification of data in software and if necessary providing services of Survey of properties under objections during hearings, performing changes and updations in the survey forms, plans, photos, taxations, data entry etc. and reprint the documentation and its Posting after hearings.

7. The agency shall provide updated Final assessment lists after all process etc. complete with required stationary, printings and bindings for the entire work under scope.
8. The selected bidder must revisit after publish of final assessment list the properties in case of any site verification request by property holder or order by HOD. /Deputy Commissioner / Authorized Valuation Officer about complaints, revision, changes, division, new property for the purpose of survey and assessments Or its verification, the selected bidder shall be entitled to claim the charges not more than 70% for such item rates for property survey BOQ item number 2 for revisit and re-inspection work accordingly.
9. The contract shall be in force for further next 5 financial year from completion of assessment work and during this if PMC required any supplementary Property Survey, Numbering, Computerization and assessment of property tax, shall be done and assisted by the selected agency and supply work as per the tender. The concern total item work rates shall be increased by 5% per year as natural price rise escalation from second year.

G. As per various Government orders and guidelines, Municipal Corporation needs to undertake the Property survey and data collection on dual method basic as ratable Value and capital value method.

1. The agency shall collect following additional data and work for the calculations of property taxes on Capital value method. The selected agency shall quote the rate of contract for dual method performance of site work for capturing data of CV method But the selected agency shall work for evaluation of property taxes and further process of assessment, preparing assessment list, notice of taxes, preparation of all the required documentation and hearings etc. on only any one method which ever shall Municipal Corporation decide.
2. The selected agency shall capture the survey number, and additional information required other than parameters mentioned in the scope of work as per section 5.1 (D) like Subtype use comes under various category of the property. The additional parameters that the selected agency shall collect during the survey are listed below-
   a. Survey Number
   b. Type and of Use and sub type of use
      I. Residential, Commercial ,Industrial
      II. Sub Type(Multiplex,3,5 star hotel, without star Hotel
      III. Hospitals with all Facilities and without facilities
   c. The various type of construction shall mention in the survey form for example
      I. RCC frame structure buildings,
      II. RCC frame structure with granite marble
      III. Load bearing Structure with or without all facilities in the property
   d. Property Type
      I. Independent House /Apartment / Villa / Commercial Complex /Other (Specify)

e. Roofing Type (Material)
f. Flooring Type (Material) etc.
g. The agency should capture all details of relevant for capital valuation & the software to be provided should also be capable for computerization and generation for capital value method. The survey number and other revenue record required to identify.

3. The selected agency shall Demark, digitize and superimpose the revenue land survey number boundaries on the ward maps and carried the process of numbering of properties within the survey number boundaries in order to identify The survey number of each property.
4. The selected agency shall ensure to evaluate the capital value of each land and depreciated cost of the building construction as per the current ready reckoner applicable to Municipal Corporation.
5. The ward maps, layout maps and survey number boundaries maps shall be provided by Municipal Corporation in softcopy if available. The selected agency shall superimpose those maps on the image.
6. The selected agency shall provide the functionality of linking the ready reckoner rates of evaluation of capital value for all lands and buildings to each property as per their respective survey numbers.
7. The rates of taxes and its percentage and the various factors off the taxes as per type of buildings shall be provided by Municipal Corporation and those rates, factors shall be duly applied to the respective parts of the buildings for evaluation of capital value and Municipal taxes.
8. The selected agency shall carry survey and computerization process on site for evaluation of the property taxes as per both ratable value method and capital value method. For CV method the survey of properties shall be as per the revenue maps boundaries demarcation in order to identify the survey number and link ready reckoner to evaluate cost of land of each property. The selected agency shall quote the rate of contract considering the dual method performance of site work for capturing the data and evaluation of property taxes as per anyone method which ever shall Municipal Corporation decide.
9. The selected agency provide all maps and all required support for maps printing and bindings if PMC adopts CV method.
10. The selected agency shall be responsible to arrange & provide required stationary, printing, bindings and hardware required to execute the work.

H. Providing Integrated copyright registered mainframe and advance Software License & Services for Unified Property numbering, property Survey and Property Tax Assessment from the date of agreement-

The selected agency shall Providing, Software Executable file License & Services for Integrated copyright registered mainframe and software to fulfill and execute the scope of work under this tender. This software should be used by the agency during the Survey, assessment to be executed by the selected agency and the data shall be handed over to Municipal Corporation at the time of handover for porting the data with the Panvel Municipal Corporation mainframe software to be implemented in future if and as required by PMC.

The successful agency shall provide the executable license of the software program to the Municipal Corporation for the execution of the scope of work only during the duration of the contract.

The licenses and related software services shall remain valid and accessible only while the contract is in force. Upon the expiration, premature termination, or cessation of the contract for any reason, the agency shall not be required to provide the license copy or related software services to the Municipal Corporation.

However, the successful agency shall ensure that all data generated, maintained, or processed during the contract period is handed over to the Municipal Corporation in a readable and structured format (e.g., Microsoft Excel or equivalent). This data handover must be completed before the contract termination date or within a mutually agreed timeline in the event of early termination. The Municipal Corporation shall retain full ownership of the data at all times.

1. The selected agency shall provide services for Providing, Development, Deployment of Copy right registered backend software for the computerization of the entire survey data, linking the photos and plans of the property, evaluation and assessment of all taxes for ratable or capital value and generates various reports. The selected agency shall provide registered Software to Municipal Corporation having all the Specifications and functionalities for the purpose of Computerization of the Survey and assessment on capital or ratable value.

▪**Following modules shall be provided in this software by selected agency.**

Sr. No.	**Module/Master/Work**
1.	User creation, access master
2.	Data entry of collected data
3.	Property type create master
4.	Search by new property number, old property no, owner name, renter name
5.	Linking of photos and plans to the properties
6.	Facility for data entry all other relevant information as city survey no, plot no
7.	Rate masters for taxation on ratable value
8.	Survey no. wise base value for taxation on capital value
9.	Zone section master, zoning master
10.	Taxes percent master
11.	Weightage by multiplication as per property category, nature and type of property for capital based valuation
12.	Depreciation master
13.	Hearing result data entry
14.	Module of retention
15.	Auto Quality control list generation

16.	Generating and Printing various reports as Primary assessment list, Tax Notices, Final Assessment list, property wise, ward wise
17.	Assessment abstract printing
18.	Road width wise zoning rate, floor wise and year wise various rate slots taxation module should be in the software
19.	Facility to store the plans and images of the property
20.	Road width wise zoning rate, floor wise and year wise various rate slots taxation module should be in the software
21.	Geo-sequencing dashboard for showing real time zone/ward or Sector and property wise generate properties.
22.	Internet measurement dashboard for showing real time zone/ward or Sector property wise survey internal measurement completed properties.
23	Assessment dashboard for showing real time zone/ward or Sector and property wise generated notice count and proposed demand.

2. Providing Mobile based Application for Property Numbering (Geo Sequencing) and survey by using mobile device for Property tax dept., exporting, importing the data of property numbering in mainframe assessment software. Training and capacity building of Municipal Staff. Second party shall provide registered Software to first party having all the following Specifications and functionalities.

▪ **Following modules shall be provided in this software by the second party**.

Sr. No.	**Module/Master/Work**
1.	User creation and Access Allocation
2.	User Login
3.	Data import utility
4.	Tab wise data Allocation
5.	Tab wise/User wise Login
6.	User Login Details
7.	Sequential Numbering(Geo Sequencing)
8.	Capturing of properties photos
9.	Auto data synchronization

10.	Tab wise data allocation for survey
11.	Search property
12.	Common details collection
13.	Property survey data collection and updations
14.	Property remark
15.	Auto ward entry
16.	Photo verification
17.	Social information
18.	Capturing Photo of i. Rainwater harvesting ii. Solar energy use iii. Solar water heater iv. Sewage treatment plant(STP) v. Waste management and segregation vi. Electric Vehicle (EV) Charging Station
19.	Date of occupancy with occupancy certificate photo
20.	Date of building commencement with commencement certificate photo
21.	Search old property and link old data to new property number

5.2 During the period of execution of the contract, if the PMC decides to get the similar survey, assessment and management work of other services, which can be executed by the selected agency as per it's consent, the selected agency shall reserve the first right of refusal to get the work done by itself at the rate discovered from the market, after the entire process of fair practice of rate discovery from the qualified bidders in the open market platforms. Following is the indicative list of the services:

A. Survey, assessment and management of Advertisement hoardings

B. Survey, assessment and management of PMC owned Land and Estate properties on rent and mapping.

C. Survey, assessment and management of Water charges

D. Survey, assessment and management of Storage Licenses

F. Survey, assessment and management of Pet Licenses

G. Any other door to door Survey.

5.3 Change Request Clause

1. PMC shall have the right to propose, and subsequently require, the Project Manager to order the Supplier from time to time during the performance of the Contract to make any change, modification, addition, or deletion to, in, or from the System (interchangeably called Change), provided that such Change falls within the general scope of the System, does not constitute unrelated work, and is technically practicable, taking into account both the state of advancement of the System and the technical compatibility of the Change envisaged with the nature of the System as originally specified in the Contract. A Change may involve, but is not restricted to, the substitution of updated Information Technologies and related Services in accordance with system/product Upgrades.
2. The Selected agency may from time to time during its performance of the Contract propose to PMC (with a copy to the Project Manager) any Change that the selected agency considers necessary or desirable to improve the quality or efficiency of the System. PMC may at its discretion approve or reject any Change proposed by the Supplier.
3. Not with standing Clauses mentioned above, no change made necessary because of any default of the Supplier in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any extra cost or Time for Achieving Operational Acceptance.
4. The procedure on how to proceed with and execute Changes is specified below.
5. Moreover, PMC and Supplier will agree, during development of the Project Plan, to a date prior to the scheduled date for Operational Acceptance, after which the Technical Requirements for the System shall be frozen. Any major Change initiated after this time will be dealt with after Operational Acceptance.
6. Changes originating from PMC- If PMC proposes a Change pursuant to Clause mentioned above, it shall send to the Selected agency a request for Change Proposal, requiring the Selected agency to prepare and furnish to the Project Manager as soon as reasonably practicable a Change Proposal, which shall include the following:
7. Brief description of the Change;
8. Impact on the Time for Achieving Operational Acceptance
9. Detailed estimated cost of the Change
10. Effect on Functional Guarantees (if any)
11. Effect on any other provisions of the Contract.
12. Prior to preparing and submitting the Change Proposal, the selected agency shall submit to the PMC a Change Estimate Proposal, which shall be an estimate of the cost of preparing the Change Proposal, plus a first approximation of the suggested approach and cost for implementing the changes. Upon receipt of the Selected agency‘s Change Estimate Proposal, PMC shall do one of the following:
13. Accept the Selected agency‘s estimate with instructions to the Selected agency to proceed with the preparation of the Change Proposal;

14. Advise the Selected agency of any part of its Change Estimate Proposal that is unacceptable and request the selected agency to review its estimate;
15. Advise the Selected agency that PMC does not intend to proceed with the Change. Upon receipt of PMC's instruction to proceed under above Clause, the Supplier shall, with proper expedition, proceed with the preparation of the Change Proposal, in accordance with Clause mentioned above. The pricing of any Change shall, as far as practicable, be calculated in accordance with the rates and prices included in the Contract. If the nature of the Change is such that the Contract rates and prices are inequitable, the parties to the Contract shall agree on other specific rates to be used for valuing the Change.
16. Upon receipt of the Change Proposal, PMC and the Supplier shall mutually agree upon all matters contained in the Change Proposal. Within fourteen (14) days after such agreement, PMC shall, if it intends to proceed with the Change, issue the Supplier a Change Order. If PMC is unable to reach a decision within fourteen (14) days, it shall notify the Supplier with details of when the Supplier can expect a decision. If PMC decides not to proceed with the Change for whatever reason, it shall, within the said period of fourteen (14) days, notify the Supplier accordingly. Under such circumstances, the Supplier shall not be entitled to reimbursement of any costs incurred by it in the preparation of the Change Proposal.
17. If PMC and the selected agency cannot reach agreement on the price for the Change, an equitable adjustment to the Time for Achieving Operational Acceptance, or any other matters identified in the Change Proposal, the Change will not be implemented.
18. If the selected agency proposes a Change pursuant to Clause mentioned above, the selected agency shall submit to the Project Manager a written Application for Change Proposal, giving reasons for the proposed Change and including the information specified in Clause mentioned above. Upon receipt of the Application for Change Proposal, the parties shall follow the procedures outlined in Clauses mentioned above. However, should PMC choose not to proceed or PMC and the selected agency cannot come to agreement on the change during any validity period that the Supplier may specify in its Application for Change Proposal, the selected agency shall not be entitled to recover the costs of preparing the Application for Change Proposal, unless subject to an agreement between PMC and the selected agency to the contrary
19. The selected agency needs to make any changes in software and hardware suggested by PMC or the Supplier in accordance with clause mentioned above. It is expected that any minor changes shall be carried out by the selected agency without any extra cost. In case of substantial change requests, extra cost estimated for the change shall be paid by PMC separately.
20. The PMC may submit a change request for the integration of the Property Tax Application with the other inter-department, state and central government application. Changes may include, but are not limited to:
    I. Data exchange between the systems
    II. API development and integration.

III. User interface adjustments.

IV. Compliance standards and guidelines.

21. Integration-related costs, including development, testing, and deployment, shall be calculated based on:

I. The scope of work outlined in the Change Order.

II. A mutually agreed billing rate or fixed price.

5.4 Documentation required and Terms for all type of works.

Following documents and all other documents as and when required shall be provided by the Municipal Corporation to the selected agency.

1. Rules and regulations for the purpose of assessment shall be provided, rates to calculate the ratable values, zone details according to structural gradation.
2. Revenue ward wise existing lists of Ownership names, Assessment details and Renter's name, Rent and other related details.
3. City map showing existing revenue ward and Municipal limits. Layout plans with individual plot ownership details. These maps will be used for the purpose of Valuation and Property Survey and will be taken as reference for Assessment.
4. Municipal Corporation will provide identification cards to staff of the selected agency. The staff of selected agency will be working for the contracted work on behalf of PMC First Party so, if required PMC will provide adequate working protection to selected agency and when required by the selected agency without any cost of the same. In case of any major resistance for the property survey from any person preventing selected agency to perform its legal duty towards the contract, PMC shall immediately be reported for appropriate action.
5. All leased property, Shopping Complex wise Lease rent lists for the assessment of PMC Leased properties. Rent and lease details of all the public sector and private major properties like Offices, Banks, PSU's, Schools, and Mobile Towers Etc.
6. All revenue maps and revenue records such as city Survey maps, all sanctioned layout maps, open spaces, development plan, available Drone or MRSAC or satellite image etc. in hard and soft copy formats provided by PMC to the selected agency.
7. PMC shall provide adequate working set up of computer/Server, furniture, LAN set up, fixtures, uninterrupted high-speed internet and power supply, required Licensed copy of software's (Microsoft windows server OS latest version, SQL Server 64 bit latest version, Crystal Report), server room with all facilities and application and data server along with backup and restore servers systems in main office of Municipal Corporation. PMC shall provide set of client PC, furniture, LAN network, static IP, Firewall, Antivirus, printers, Licensed copy of required operating system and software etc. in all zonal offices and tax department of Municipal Corporation.
8. All software Computer Program Logic used under this contract shall be the Intangible Assets of the selected agency. However, the selected agency shall be bound to provide the database files and the data in the Excel format after completion of the Works Contract.

9. Creation of testing and live environment, user access creation as per PMC defined roles and responsibility.
10. Testing of application on test environment and submit for UAT testing to PMC.

a. The primary goal of Acceptance Testing is to ensure that the proposed System meets requirements, standards, and specifications as set out in this RFP & in the SSD document and to achieve the desired outcomes.
b. Selected Bidder shall prepare the UAT criteria document and sample data for UAT, and take approval from the Corporation, in advance before start of the UAT process.
c. The Corporation reserve its right to undertake this exercise of Testing, Acceptance and Certification through a third party.
d. The basic approach for UAT will be ensuring that the following are associated with clear and quantifiable metrics for accountability:
e. Functional requirements, Infrastructure Compliance Review, Performance Testing (Full load/ Stress test) using suitable tools which would be provided by the Selected Bidder, Security, Project Documentation, Data Quality Review.
f. Any defect/s arising out of the UAT shall be notified in writing and the selected agency shall resolve the defects and release appropriate patches & demonstrate the effect to the Corporation.
g. The Corporation would provide the UAT signoff on successful acceptance of the application. The software would be considered as frozen and all additional requirements would be addressed through change request during the post-implementation phase.

11. System and User documentation

a. The selected agency will provide documentation as the project undergoes various stages of implementation. Indicative list of documents include:
b. Project Commencement Documentation: Project Plan in giving out micro level activities with milestones & deadlines.
c. System Specification Document (SSD), AS-IS, TOBE and BPR: Comprehensive document with all system related details
d. User Manuals: For all the Application Software Modules, required for operationalization of the system.
e. System Manual: For all the Hardware equipment covering detail information required for its' administration.
f. Installation Manual Note: The selected agency will ensure Upkeep & Update of all documentation and manuals.

12. Creation of template with PMC system Admin for Incident / Enhancement reporting.
13. PMC will provide licensed cloud hosting space and environment for application, database and services hosting.
14. The standard terms and conditions for the detailed operation and maintenance of all the software's to be provided under this contract shall be provided by the selected agency as standard operating procedure at the time of relevant training of the concerned software.
15. The standard terms and conditions for the detailed operation and maintenance of all the software's to be provided under this contract shall be provided by the selected agency as standard operating

procedure at the time of relevant training of the concerned software. All software Computer Program and Logic used under this contract shall be the Intangible Assets and rights of the selected agency. However, the selected agency shall be bound to provide the database files and the data in the Excel format after completion of the Works Contract.

5.5 Ownership/Copyright:

Database Executable files, data installation setup kit shall be provided to Panvel Municipal Corporation and the all software License shall be provided as per "As It Is" basic and all customizations that is necessary to fulfill the scope of tender shall be done by the agency. Selected agency shall install the licensed copy of the executable file of software in the server of Panvel Municipal Corporation in its office and it shall be the responsibility of Panvel Municipal Corporation to manage infrastructure, Municipal Council website, website domain registration and renewal, payment gateway, backup and restore mechanism, SSL certification, static IP and the licensed copies of all other supporting operating systems, database server. Software's required for running the Property tax software in The Municipal Corporation server computer. The selected agency shall submit Copy of data to Panvel Municipal Corporation in the hard disk by the selected agency after completion of the project. The software shall be provided by the selected agency as per the agency's standard license terms and conditions to the Panvel Municipal Corporation governing the secured standard uses, prohibitions and standards operating procedures, user manual, roles and responsibilities to be signed at the time of installation of software by both parties. Panvel Municipal Corporation shall verify the creativeness and functional and financial security regarding transactions, uses, changes, payments, online security, and data flow in all functionalities of all module and data within 15 days from the date of installation and intimation from the agency. Panvel Municipal Corporation shall provide the lists of functional defects to the agency in written and the agency shall be bound to make corrective measures, if found necessary, regarding all faults of software functions of all modules after installation and within verification period by Panvel Municipal Corporation. After such transfer, hand over, Panvel Municipal Corporation shall be the software application and database server administrator and remove all access for the agency till maintenance and troubleshooting is required.

5.6 Ethics and Fraudulent / corruption practices policy

Selected Bidder represents, warrants and covenants that it has given no commitments, payments, gifts, kickbacks, lavish or expensive entertainment, or other things of value to any employee or Municipal Corporation, or its nominated agencies in connection with this agreement and acknowledges that the giving of any such payment, gifts, entertainment, or other things of value is strictly in violation of Purchaser standard policies and may result in cancellation of this Agreement. The Municipal Corporation requires that bidder under this RFP, observe the highest standards of ethics during the execution of such contract. In pursuance to this policy, the Purchaser:-"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence of public officials in contract execution; and "Fraudulent Practice" means a misrepresentation off acts in order to influence execution of contract to the detriment of the Purchaser, and includes collusive practice among bidders (prior to or after bid submission);Will reject a proposal for award if it determines that the bidder

recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;· Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in Corrupt and fraudulent practices in competing for, or executing a contract. The past performance of the bidder will be crosschecked if necessary. If the facts are proven to be dubious the bidders RFP will be ineligible for further processing.

5.7 Risk Purchase Clause

In case the Selected Bidder fails to execute the project as stipulated in the delivery schedule, the Purchaser, reserves the right to procure similar services from alternate sources at the risk, cost and responsibility of the Selected Bidder. Before taking such a decision, The Municipal Corporation would give a notice period of 3 months for performance improvement extendable further to 1 month.

5.8 Data ownership Clause- All the data created as the part of the project would be owned by the PMC. Successful Bidder shall take utmost care in maintaining security, confidentiality and backup of this data.

5.9 Responsibility of contractors/s

Immediately on approval of the offer, the contractors shall draw up a time schedule (indicating the period of each stage) in accordance with the stipulated milestones. Approach paper shall also be prepared and submitted for approval of Hon. Commissioner, Panvel Municipal Corporation

The Contractor shall visit the site personally from time to time and at least once in a week for ascertaining that the work is being carried out satisfactorily and also for studying the problems on the spot and giving necessary clarifications/directions.

The Contractors' shall be responsible to visit the office of Hon. Commissioner, Panvel Municipal Corporation as and when called for any clarifications, meetings etc. The Panvel Municipal Corporation shall intimate the contractors regarding such occasions in advance by means of Letter/ over telephone/ by tealeaf /e-mail etc.

5.10 Disputes:

The parties shall attempt to resolve any dispute arising out of or relating to this contract through negotiations between the Hon. Commissioner of PMC and the director of the selected agency, who have authority to settle the same. Either party arising the dispute shall issue the notice for negotiations to another party for the period not less than 15 days mentioning the detail of disputed issues and the needed actions, remedy against the disputed issue. If the matter is not resolved by negotiation, termination process as per the clause of termination shall be initiated by either party.

Both parties hereby strictly agree that no any coercive action like blacklisting or any other action shall be initiated by PMC against the selected agency before or after receiving such notice of negotiations, further termination if any, the reason of termination what so ever may be as this action shall be treated prejudiced.

Both parties reserve right to file civil suits against each other and the dispute shall be juridical as per the jurisdiction as per law.

Tender Inviting Authority: HON.COMMISSIONER PANVEL MUNICIPAL CORPORATION, PANVEL						
Financial Bid						
Contract No: E-Tender Notice- of 2024-25						
Bidder Name :						
SCHEDULE OF WORKS						
Sl. No.	Description of work-Providing Services for resurvey and verification and Computerization for Assessment of property tax within the limits Panvel Municipal Corporation, Panvel.	NO.OR QTY	Unit	Rate In Figures	Rate In Words	AMOUNT Rs.
1	Property Tax Department- Providing services for assisting the Municipal Corporation for the Door to Door Property Resurvey and verification of survey of the properties for evaluation and property tax assessment for the properties (lands & buildings) for tax assessment within the limit of New Panvel East & west Node, Kamothe Node, Kalamboli Node, Kharghar Node, Taloja Pachanand Node and former all old Grampanchayat where internal measurement found same against previously carried out survey Excluding industries (lands & buildings) as per scope of work section 5.1(A,B,E &F)	1	Per Property			
2	Property Tax Department- Providing services for assisting the Municipal Corporation for the Door to Door Property Resurvey and verification of survey of the properties for evaluation and property tax assessment for the properties (lands & buildings) for tax assessment within the limit of New Panvel East & west Node, Kamothe Node, Kalamboli Node, Kharghar Node, Taloja Pachanand Node and former old Grampanchayat for new construction as well as previsously not asssesed properties as well as changes, alteration, modification recording found in old previousy taxed properties in Panvel Municipal Corporation for tax assessment (lands & Buildings) excluding Industrial properties as per scope of work section 5.1(A,C,E & F).	1	Per Property			

Sl. No.	Description of work-Providing Services for resurvey and verification and Computerization for Assessment of property tax within the limits Panvel Municipal Corporation, Panvel.	NO.OR QTY	Unit	Rate In Figures	Rate In Words	AMOUNT Rs.
3	Property Tax Department- Providing services for assisting the Municipal Corporation for the Door to Door Property Resurvey and verification of survey of the properties for evaluation and property tax assessment for the properties (lands & buildings) for tax assessment within the limit of New Panvel East & west Node, Kamothe Node, Kalmboli Node, Kharghar Node, Taloja Pachanand Node and formerall old Grampanchayat for new property and new construction properties as well as any area or any property time to time ordered by Municipal Corporation for tax assessment (lands & Buildings) for mahor Commercial like MAll, Hospitals, educational properties,Govt, Industrial properties as per scope of work section 5.1(A to F)	1	Per Property			
4	Property Tax Department-Numbering(Geo-Sequencing) ,Door to door property survey,Property,Data collection for evaluation and assessment for propetry tax assessment within the limit of former Panvel Municipal Council Area. Providing services and Carrying out all detail work for Tax Assessment(lands and Buildings) mentioned in scope of work as per section 5.1(A,D,E & F)	1	Per Property			
5	Providing services for additional data collection and survey of properties for capital value method assessment. Additional Rates than to the above survey works to be quoted for this additional works. Carrying out all detail work mentioned in scope of work as per section 5.1(A & G).	1	Per Property			
6	Providing Software Executable file License & Services for 5 year- Integrated copyright registered mainframe and advance software for the Numbering (Geo Sequencing) and internal survey by using mobile device for Property tax dept, computerization of the entire survey data, linking the photos and plans of the property, evaluation and assessment for ratable or capital value of all taxes, case papers, etc and Training and capacity building of Municipal Staff for one Year as per section mentioned in the tender doc in scope of work as per section 5.1 (H).	1	Software License Per Year			
Total in Figures						**0.00**
Total in Words						