

**Request for Proposal for Selection of an Agency for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups**

**Urban Development and Housing Department, Govt. of Bihar**  
 1<sup>st</sup> Floor, Vikas Bhawan, New Secretariat, Patna-800015  
 (Tel:0612-2215580,2215385;Fax:2217059,2231566;  
 Email: [urbansec-bih@nic.in](mailto:urbansec-bih@nic.in),  
 Website:<https://state.bihar.gov.in/urban>

File No:- 09/10/196 GIS Projects - 01/2026 - 7001

Date: 09 /07/ 2026

1. Urban Development & Housing Department, Gov. of Bihar, invites proposals from eligible firms for Selection of an Agency for the "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".
2. Interested Consultancy Firms may download the complete Request for Proposals (RFP) Document, from website: <https://eproc2.bihar.gov.in> or <https://state.bihar.gov.in/urban>

SN	PARTICULARS	DETAILS
1	Website for submission of proposal	<a href="http://www.eproc2.bihar.gov.in/">www.eproc2.bihar.gov.in/</a>
2	Mode of Submission	Online submission through eproc2 portal ( <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a> ) and at the same time submission of Hard copies of Tender fee, Bid Security, payment proof, original copy of affidavit, declaration regarding Blacklisting and Power of Attorney as per RFP document at <b>Urban Development and Housing Department, Govt. of Bihar, 1stFloor, Vikas Bhawan, New Secretariat, Patna-800015</b>
3	Date, time and link for Pre bid meeting	Pre-bid queries to be sent to the email ID: <a href="mailto:urbansec-bih@nic.in">urbansec-bih@nic.in</a> 16/07/2026, 12:30 P.M. Link: Webex – <a href="https://us06web.zoom.us/j/81083992917?pwd=3dwxMICTHauTt7BKLbskrUKqgdnZyB.1">https://us06web.zoom.us/j/81083992917?pwd=3dwxMICTHauTt7BKLbskrUKqgdnZyB.1</a> Meeting id: 810 8399 2917 Password: 12345
3	Last date and time for Submission of Technical Proposal on <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a>	06/08/ 2026 up to 03:00 PM
4	Last date and time for Submission of Hard Copies (Tender fee, payment proof, original copy of affidavit, Blacklisting and Power of Attorney as per RFP document)	06/08/ 2026 up to 03:15 PM Urban Development and Housing Department, Govt. of Bihar, Vikas Bhawan, Bailey Road Patna, Pin-800015

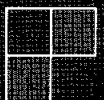
*(Handwritten mark)*

5	Date and time of opening of Technical Bids	06/08/2026 at 03:30 PM
6	Date and time of opening of Financial Bids	Will be intimated later to successful bidders
7	Method of Selection	Short term RFP with LCS (Lowest cost Selection) Method

3. Agencies/ Firms may download the complete Request for Proposal (RFP) Document, from website: <https://eproc2.bihar.gov.in> or <https://state.bihar.gov.in/urban>
4. For participating in e-RFP process, the applicant shall have to get them registered to get user ID Password and digital Signature. This will enable them to access the website- [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) and participate in e-tender. Those who are not registered in e-tendering systems, they may contact "e- procurement HELPDESK, Junction Services Limited, RJ Complex,2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S.-Shastri Nagar, Patna -800014" (Toll Free Number:18005726571, Email: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)) for registration.
5. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
6. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on the Urban Development & Housing Department website and <https://eproc2.bihar.gov.in>.
7. All the uploaded documents shall have the signature of Contractor or their authorized signatories.
8. The scanned copies should be of the original papers and certificates.
9. No claim shall be entertained on account of disruption of internet service being used by Contractor.
10. Contractor are advised to upload their bids well in advance to avoid last minute technical stage.
11. The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
12. The proposals must be accompanied with a non-refundable Tender processing fee of Rs. 10,000/- (Rupees Ten Thousand only) and Earnest money deposit of Rs. 6 (Six) Lakhs per Group for maximum two Groups, to submit in form of internet payment gateway (IPG) or BG in favour of 'Director - BUDA' payable at Patna, Bank Details for BG: Bank A/c No. 1512011000002864, IFSC: IOBA0001512
13. The evaluation shall be done based on uploaded documents only <https://eproc2.bihar.gov.in>.

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08.07.26

Officer on Special Duty  
Urban Development and Housing Department  
Government of Bihar



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S.No.	PARTICULARS	DETAILS
1	TENDER No.	_____
2	CONTRACT PERIOD	26 Weeks + Handholding (Six Months)
3	DATE OF ISSUE	09/07/2026
4	PRE-BID CONSULTATION	<p>Pre-proposal Queries/Suggestions and request shall be submitted by prospective bidders till the date 16/07/2026,12:30 PM to email id: <a href="mailto:tcpobihar@gmail.com">tcpobihar@gmail.com</a> and pre-bid meeting will be held on 16/07/2026, 12:30 AM through V.C. through following link  Link: <a href="https://us06web.zoom.us/j/81083992917?pwd=3dwxMlCTHauTt7BKLbskrUKqgdZyB.1">https://us06web.zoom.us/j/81083992917?pwd=3dwxMlCTHauTt7BKLbskrUKqgdZyB.1</a></p> <p>Meeting ID: 810 8399 2917  Passcode: 12345</p> <p>Clarifications and Corrigendum shall be published for the same on <a href="https://state.bihar.gov.in/urban/">https://state.bihar.gov.in/urban/</a> and <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a></p>
5	CLOSING DATE (RECEIPTS OF BIDS) on <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a>	06/08/ 2026 3:00 PM <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a>
6	Last date and time for Submission of Hard Copies EMD, Tender fee payment proof and original copy of BG, affidavit, Power of Attorney & Certification that the agency is not Blacklisted/ Debarred by any State Government/Central Government/ PSU/ULB /DA/HB (as per RFP document.)	06/08/ 2026 up to 03:15 PM Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna – 800015
7	Date and time of opening of Technical Bids	03:30 PM on 06/08/ 2026
8	DATE AND TIME OF OPENING OF FINANCIAL PROPOSAL	TO BE NOTIFIED THROUGH WEBSITE <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a>
9	Method of Selection	Least Cost Selection (LCS) Method

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<b>BRIEF ON SUBMISSION OF PROPOSAL</b>		
<b>Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".</b>		
<b>Refer ANNEXURE -II</b>		
<b>SL. NO.</b>	<b>PROCESS</b>	<b>DESCRIPTION</b>
1	<b>TENDER AVAILABLE ON WEBSITES</b>	<a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a> & <a href="https://state.bihar.gov.in/urban">https://state.bihar.gov.in/urban</a>
2	<b>PROPOSAL SUBMISSION ONLINE</b>	The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given for respective tenders in e-Procurement website ( <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a> ). The bidders shall upload the scanned copies as mentioned in RFP of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement website. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness /authenticity. During evaluation clarification may be sought through eproc2.
3	<b>OFFLINE PROPOSAL SUBMISSION</b>	Original EMD and Self Declaration shall be kept in a single sealed envelope and submitted at the department address mentioned in the RFP on or before the mentioned date & time in NIT (except Financial Forms).
4	<b>CONTENTS OF PROPOSAL</b>	<p>a) The RFP Document Fee is Rs.10000/- (Ten Thousand only) to be submitted online by Internet Payment Gateway (IPG).</p> <p>b) Bid Security fee is in the form of EMD online (by Internet Payment Gateway (IPG) or Challan) or through (BG) of Rs. 6,00,000/- (Six Lakh Only) per Group for maximum two Groups, in favor of "Director BUDA" payable at Patna. "Director BUDA" Patna, Bank Details for BG: A/C No. 1512011000002864, IFSC- IOBA0001512.</p> <p>c) All the above required documents such as original BG/EMD and Self Declaration shall be kept in a single sealed envelope and submitted at the department address mentioned in the RFP on or before the mentioned date &amp; time in NIT. Bidders are advised to indicate the space for putting signature and name of receiver on the sealed envelope.</p> <p>d) <b>Format and signing of Proposal</b></p> <p>i. The Applicant shall provide all the information sought</p>

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		<p>under this RFP.</p> <p>ii. The Proposals must be properly signed by the authorized representative or authorized person. Letter of Authorization or Power of Attorney shall be submitted for authorized signatory.</p> <p>e) DULY FILLED TECHNICAL FORMS ALONG WITH-</p> <p>i) Copy of Work Order with Completion Certificate from the client shall be attached without which the experience of the referred project will not be considered for evaluation.</p> <p>ii) The bidder may apply for maximum 2 Groups however only 1 set of CVs along with other documents mentioned in technical forms in RFP needs to be submitted. Incase a bidder is L1 for 2 groups it has to submit one more set of CVs before signing of the contracts.</p> <p>f) DULY FILLED FINANCIAL FORMS - (To be filled online only through e-proc2).</p> <p>g) Bid evaluation shall only be done based on documents uploaded on eproc2.</p>
5	<p><b>ELIGIBILITY CRITERIA</b></p>	<p><b>a) Prequalification</b></p> <p><b>DULY FILLED PREQUALIFICATION FORMS ALONG WITH-</b></p> <p>i) The applicant should be an agency or legal entity registered under Companies Act 1956, Limited Liability Partnership Act 2008, Proprietorship Act and Partnership Act and should have been in operations in India for at least 5 years with the proof of incorporation/ commencement of business (<b>Copy of Registration Certificate to be attached</b>).</p> <p>ii) The Agency should have valid registration of PAN &amp; GST (<b>A copy of Certificates to be attached</b>)</p> <p>iii) The Agency should have successfully completed GIS based Property Survey of at least 2,00,000 (Two Lakh) property. <b>Please attach work order /completion certificates.</b></p> <p>iv) Average annual turn-over of the Agency for last three financial years (2022-23, 2023-24, &amp; 2024-25) should be at least <b>Rs. 5 Crore (Must Attach Audited Financial statement and Turnover certificate with UDIN).</b></p> <p>v) Bidders declared blacklisted by any State Government/Central Government/ PSU/ULB due to corrupt, fraudulent or any other unethical business practices as on date of bid submission shall not be eligible. Please <b>Submit declaration on bidder's company letter head. Refer Appendix-V of Section II in RFP.</b></p> <p>vi) <b>Agency shall submit proposals for maximum two Groups.</b></p> <p><b>b) Technical Evaluation</b></p> <p>The proposals from bidders will be evaluated based on evaluation parameters mentioned in Section-II 10) Evaluation process. During technical evaluation the bidders will be given marks based on matrix mentioned in Section-II 10) Evaluation process. A bidder will be declared qualified in technical evaluation on achievement of <b>75 marks out of 100 marks.</b> The bidders who qualify in technical</p>

		evaluation will be considered for financial evaluation further.
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## Section 1: Letter of Invitation

Ref: .....

Date: .../.../2026

From:

Officer on Special Duty

Urban Development & Housing Department, Govt. of Bihar

#101, 1st Floor, Vikas Bhawan, New Secretariat Building, Patna – 800 015

Phone: (0612) 215580, (0612) 2223059

Email: [urbansec-bih@nic.in](mailto:urbansec-bih@nic.in); [tcpobihar@gmail.com](mailto:tcpobihar@gmail.com)

To:

[Insert: Name and Address of the Agency]

.....

Attention: Mr/Ms:

- 1) Officer on Special Duty, UD&HD, Bihar invites proposals to provide the following services: Selection of an agency for “Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups.
- 2) The Background Information and Terms of Reference for the services are provided in **Section-2** (Instructions to Agency) and **Section-5** of the Request for Proposal (RFP).
- 3) This RFP is available to all eligible prospective agencies.
- 4) An agency will be selected under **Least Cost Selection (LCS) Method** and procedures described in this RFP.
- 5) Bidders are requested to submit following documents along with their proposals:
  - ✓ The RFP Document Fee is Rs.10000.00/- (Ten Thousand Only) per Group to be submitted online by Internet Payment Gateway (IPG) or Challan for each Group separately.
  - ✓ Bid Security fee is in the form of EMD online (by Internet Payment Gateway (IPG) or Challan) or through (BG) of Rs. 6,00,000/- (Six Lakh) per Group, **in favor of “Director BUDA” payable at Patna. “Director BUDA” Patna, Bank Details for BG: A/C No. 1512011000002864, IFSC- IOBA0001512.**
  - ✓ Copy of Certificate of Incorporation / Registration Certificate of the Applicant agency;
  - ✓ Audited Financial Statements of last 3 years to be enclosed.
  - ✓ Certificate from Employer regarding experience and completion of the assignment.
  - ✓ Letter of authorization to sign the Bid document, Pre-Bid Meeting minutes etc.
  - ✓ The last date for receipt of proposals is .../.../2026 up to \_\_:\_\_ pm online & .../.../2026 hard copy submission upto \_\_:\_\_ pm.
  - ✓ UD&HD, Bihar reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without

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thereby incurring any liability or any obligation in any form to the affected agency on any grounds.

Yours sincerely,

.....  
Officer on Special Duty,  
UDHD, Govt. of Bihar

## **Section 2: Instructions to Agencies**

### **Part A: Instructions to Agencies**

#### **1) Background**

The UD&HD has initiated a series of reforms and measures to improve governance, physical and social infrastructure for the well-being of citizens with a thrust to urban reforms. For efficient, economical and meaningful municipal administration, including tax administration, a comprehensive and integrated data set through geo-referencing application has become essential. Municipalities are constrained by the absence of maps and digital databases of existing systems. Geo-referencing provides a single platform to store and share data from various municipal departments, allows quick analysis and report generation using single or multi data sources. One of the main sources of revenue for municipalities is holding/property tax. Given the dynamic nature of the database, it needs to be completely updated. To achieve the goal of electronic governance for all the services of the ULB, large scale and detailed geo-referenced data is essential.

In the majority of ULBs in Bihar, properties/holdings have been assessed long back and data updation is required. Now a days, GIS has become essential for efficient and economical municipal administration.

The main objective of this assignment is the collection of property/holding data and verification (from existing municipal records) on the basis of various parameters of each property within the municipal boundary, its database generation, Digital Photograph and linkage with the base map. The Agency shall work in close coordination with the ULBs and UD&HD to ensure proper monitoring and QA/QC of data during the execution of the works.

The selected Agency will also provide handholding support and Updation of data for **six months for each town of a Group after completion of the assignment i.e. Property Survey Work, Database integration with GIS Base Map etc.**

#### **2) Brief Description**

This task involves Property/Holding data verification and collection of relevant information of each Property of a town through contact survey, database generation, digital photograph of each property/holding. The database and digital photograph should be linked to GIS Base Map. The specific activities for this work are briefly discussed below:

1. Detailed survey of each property/holding through contact survey and its database generation as per suggested format given in Annexure II & Annexure IV.

2. Database structure design for property/holdings to keep all records collected during field survey and as mandated for property tax calculation as per Bihar Municipal Act 2007 and its amendments.
3. Integration and verification of existing holding data available with ULBs through contact survey. The detail to be collected through contact survey for property/holdings include.
  - a. Details of owner name, property/holding address, occupancy status, building age and other parameters necessary for holding tax calculation
  - b. Status of other municipal facilities like water connection, sewerage connection etc.
  - c. Floor wise (with usage detail/category) carpet area/taxable area, structure,
  - d. Other information as suggested in the Property Survey Format under Annexure II.
4. Digital photograph of each property within the municipal boundary and its linking with respective property/holdings database
5. Provide services for handholding and updating of GIS based Property Survey data for six month after the successful completion of the assignment.

### 3) Purpose

The purpose of this assignment is Property survey and its database generation and integration of the property data with Base Map to produce property and utility maps together with all the details for revenue enhancement through identification of newly assessed property, under assessed property, change in usage etc. that Will contribute to enhancing the municipal resource base and improve citizens facilities and service delivery.

Updating of other spatial data collected through different survey and its integration to Base Map in GIS like socio economic data, environment data, etc. So that Integration of Property Survey data should be compatible for the proposed NUDM module.

### 4) Instructions for Online Bid Submission

1. The RFP document containing the project profile, invitation for qualification and criteria for evaluation may be obtained from the website: <https://eproc2.bihar.gov.in/>
2. For participating in e-tendering process, the contractor shall have to get themselves registered to get used ID, Password and digital signature. This will enable them to access the website <https://eproc2.bihar.gov.in/> and download/participate in e-tender.
3. For support related to e-tendering process, bidders may contact at following email address Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in) Contact No: "Toll Free Number: 18005726571". Vendor may visit <https://eproc2.bihar.gov.in/>.
4. UD&HD, Bihar reserves the right to reject any or all Bids or cancel/withdraw the Invitation for Bids (IFB) without assigning any reason whatsoever and in such case, no Bidder/ intending Bidder shall have any claim arising out of such action.
5. UD&HD, Bihar intends to undertake a competitive bidding process in order to shortlist and qualify suitable Bidders, who shall be eligible for evaluation of their price bids towards selection of the successful bidder in terms of the RFP for award of the project.
6. The name and signature of Bidders authorized person should be recorded at the bottom on each page of the bid document without which bids will not be considered. All pages of the bid document shall be numbered & sealed and shall be signed by a person duly authorized and as mentioned in Instruction to Agency.

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7. The bids and all correspondence/documents relating to the bids shall be written in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the proposal, the English translation shall govern.
8. Any clarifications may be sought online through <https://eproc2.bihar.gov.in/> or <https://state.bihar.gov.in/urban>. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. In the unlikely event of the server for <https://eproc2.bihar.gov.in/> being down for more than two consecutive hours (in the period from midnight to closing time for receipt of tenders) on the last date of receiving of bid, the last date of the same shall not be extended by concerned authority.
10. The bidders are requested to check their file size of uploaded documents at the time of submission & they should ensure that word file is uploaded. If they feel that the complete file is not uploaded then they should click on cancel & update the same
11. The bidders should satisfy themselves of download ability/ visibility of the scanned & uploaded file by them, before submission.
12. File should be in M.S. word, M.S. Excel, PDF and JPEG Formats.
13. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last hour's technical snags.
14. In exceptional circumstances UD&HD, Bihar may solicit the Bidder's consent to an extension of the period of validity.
15. Bids that are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.
16. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given for respective tenders in e-Procurement website (<https://eproc2.bihar.gov.in/>) at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement website. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness /authenticity.
17. The technical proposal and financial proposal shall be submitted in soft copy online through e-procurement portal.
18. Corrigendum/Addendum, if any, will be published on the tender section of <https://state.bihar.gov.in/urban> or <https://eproc2.bihar.gov.in/>.
19. The bidder has to select the payment option as offline to pay the Bid Security/EMD as applicable and enter details of the instruments.
20. The details of the BG/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
21. A bid processing fee at the time of registration (Non-Refundable) to be paid only through e-Payment modes i.e. Internet Payment Gateway (Master or Visa Card) /Internet Banking/NEFT or RTGS towards charges for online processing charges of Beltron.
22. For any queries regarding Tendering process, the bidders may contact at address as provided in the RFP document.

5) **General Instruction**

- This is a Request for Proposal for Selection of an agency for “Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups, Patna, Bihar,
- The method of Selection of the Agencies for the assignment is in accordance with the Least Cost Method (LCS) method in the manner specified in this RFP.
- Agencies should familiarize themselves with local conditions and take them into account in preparing their Proposals.
- Agencies shall bear all costs associated with the preparation and submission of their Proposals.
- The UD&HD is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.
- In preparing their Proposals, Agencies are expected to examine in detail the documents required as mentioned in RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- Consultancy firms may submit proposals for maximum 2 Groups,
- One agency may assigned the work for maximum 02 Groups, subject to meeting the evaluation criteria and terms and conditions as defined in this RFP.

**6) Conflict of Interest**

UD&HD requires that Agencies provide professional, objective, and impartial advice and at all times hold the Client’s interest paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Agencies shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the UD&HD.

**7) Fraud and Corruption**

The UD&HD requires that Agency observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the UD&HD:

- (i) defines, for the purposes of this provision, the terms set forth below as follows:
  - (a) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  - (b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the department or ULBs of the benefits of free and open competition).
- (ii) 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; and
- (iii) will declare an agency ineligible, either indefinitely or for a stated period of time, if it at any time determines that the agency has engaged in corrupt or fraudulent practices in competing for, or in executing, any UD&HD contract.

**8) Blacklisting / Debarred**

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Agencies should not be blacklisted or debarred by any **central or state government department/organization**. Refer to Appendix -V SELF-DECLARATION (On Agency's Letter Head)

**9) Proposal**

A bidder may apply for a maximum of two (2) groups. However, bidders shall submit only one technical proposal and separate financial proposals for each group in the prescribed format.

In case a bidder submits financial Proposal for more than two Groups, only the first two financial proposals (Group-wise sequence of the financial bid opening) shall be considered. Any additional financial bids beyond the first two shall summarily be rejected. Please note that one Agency may be assigned for only two **Group** subject to Group wise evaluation.

**10) Proposal Validity**

The Proposals will remain valid for a minimum period **90** days after the submission date. During this period, the Agencies shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request Agencies to extend the validity period of their Proposals. Agencies have the right to refuse to extend the validity period of their Proposals.

**11) Participation of Government Employees**

No current government employee shall be deployed by the Agency without the prior written approval by the appropriate authority.

**12) Clarifications**

Applicants requiring any clarification on the RFP may send their queries to the Department in writing by e-mail or before the date of pre-bid meeting. The subject shall clearly bear the following identification: **"Queries concerning "Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups."**

- i. The Authority will issue the responses and/or clarifications to all such queries on <https://eproc2.bihar.gov.in/> and/or on UD & HD, Bihar official website (<https://state.bihar.gov.in/urban>).
- ii. The Department reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing shall be construed as obliging the authority to respond to any question or to provide any clarification and under such conditions the provision under RFP shall prevail.

**13) Amendments to RFP**

- i. At any time prior to the deadline for submission of Proposal, the Department may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Corrigendum / Amendment and posting it on the Official Website.
- ii. All such amendments/corrigendum/addendums will be posted on the Official Website and will be binding on all Applicants.
- iii. In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Department may, in its sole discretion, extend the Proposal Due Date.

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#### **14) Method of selection**

The Department has adopted a Two-bid system selection process (collectively the “selection process”) for evaluating the proposals comprising of prequalification forms, technical bids and financial bids to be submitted by the applicant.

- 1.1 In the 1st stage, pre-qualification information submitted by the agency in prescribed format will be evaluated. Only those who meet the pre-qualification criteria will be considered eligible for Technical evaluation (Technical evaluation). Both Technical and Financial proposal shall be submitted in soft copy online through e-procurement portal. The selection will be done through LCS (Least Cost Selection) based on achievement of minimum qualifying marks. A technical evaluation will be carried out as specified in this RFP and as per marking matrix mentioned in this RFP. Bidders will be technically evaluated and allotted marks as per this marking matrix. Based on the scoring criteria, a list of shortlisted technically qualified applicants shall be prepared which will consist of bidders scoring minimum qualifying marks. In the 2nd stage, a financial evaluation will be carried out in sequence of Group I, Group II, Group III, Group IV, Group V, Group VI, Group VII, Group VIII. Proposals will finally be ranked according to their financial scores as lowest price bid and will be declared L1 and then L2, L3 subsequently.
- 1.2 Technically qualified bidder with the Lowest Price quoted in the respective groups will be recommended for the award of contract. Please note that a bidder can apply for maximum 2 groups out of 8 groups.

#### **15) Preparation and Submission of Proposal**

##### **a) Language**

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

##### **b) Format and signing of Proposal**

- i. The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- ii. The Applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP).
- iii. The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page. In case of printed and published Documents also each pages shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the “Authorized Representative”) or authorized person holding the Power of Attorney, in case of a Limited Company or a corporation;
- iv. Applicants should note the submission date, as specified in this RFP, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents submitted online by the closing time of submission.

##### **c) Proposal will consist of following components:**

- i. RFP Document Fee (one time for the entire RFP)

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- ii. Earnest Money Deposit (EMD)/ Bid Security (per Group)
  - iii. Pre-qualification Forms
  - iv. The Technical Proposal, and
  - v. The Financial Proposal (To be submitted online only)
- d) Earnest Money Deposit (EMD)/ Bid Security**

- i. Applicant shall furnish as part of its Proposal, an **Earnest Money Deposit (EMD)** as mentioned in Letter of Invitation, payable in the form of Bank Guarantee (BG) in the name of "Director BUDA" valid till bid validity + 45 days. Please refer to Appendix-IV for EMD/Bid Security form. In technical proposal the copy of the **EMD** shall also be online submitted.
  - ii. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
  - iii. In the event that the first ranked bidder commences the assignment as required the Department shall return the **EMD** of all other applicants promptly. The Selected Applicant's **EMD** shall be returned, after the signing of Agreement and submission of Performance Bank Guarantee.
  - iv. Any Bid not accompanied by the **EMD** shall be rejected as non-responsive.
  - v. The Department shall not be liable to pay any interest on the **EMD**.
- e) Pre-qualification criteria**

- (i) The applicant should be an agency or legal entity registered under Companies Act, Societies Act, Trust Act, Proprietorship Act and Partnership Act and should have been in operations in India for at least **5 years** with the proof of incorporation/ commencement of business (please attach copy of registration certificate).
- (ii) The Agency should have valid registration of PAN & GST (a copy of certificates to be attached).
- (iii) The Agency should have successfully completed GIS based Property Survey of at least **200000 (Two lakh) properties. Please attach work order and completion certificates.**
- (iv) Average annual turn-over of the Agency for last three financial years (**2022-23,2023-24 & 2024-25**) should not be less than **Rs. 5 Crore (Must Attach Audited Financial statement and CA certified Annual Turnover Certificate with UDIN.**
- (v) JV/Consortium shall not be allowed for this assignment.
- (vi) The Bidder should not be declared ineligible for corrupt and fraudulent practices or any other reason, whatsoever, or have not been blacklisted / debarred by the Government of India or any of its agencies including public enterprises and/or by any State Government or any of its agencies. Please submit declaration on bidder's company letter head. Please refer to Appendix-V of Section II.

**f) Technical Proposal**

- i. Applicants shall submit the digitally signed technical proposal online at <https://eproc2.bihar.gov.in/> and offline to the Authority address provided in this RFP, as in the formats at Annexure (the "Technical Proposal").
- ii. The agency shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive
- iii. The following table summarizes the content and maximum number pages permitted for each type of Proposal. If the maximum number of pages is exceeded, a penalty will be applied during evaluation of the Proposal. A page is considered to be one printed side of A4 size paper.

Proposal/ Type Content	Full Technical Proposal (FTP)	Simplified Technical Proposal (STP)	Biodata Technical Proposal (BTP)
Experience of the firm	(i) Specified in section-2, Data	Not required	Not required

Proposal/ Type Content	Full Technical Proposal (FTP)	Simplified Technical Proposal (STP)	Biodata Technical Proposal (BTP)
	<p>sheet to agencies associate firm(s) background and general experience (From TECH-2A)</p> <p>(ii) Maximum of twenty (20) pages of relevant completed projects in the format of TECH -2B illustrating firm and associate(s) firm's relevant experience.</p> <p>(iii) No promotional material should be included.</p>		
Expert's CVs	Maximum of (5) pages for each expert's CV using Form TECH-6	Maximum of five (5) pages CV for each expert using Form TECH-6.	Maximum of five (5) pages CV for each expert using Form TECH-6.
Comments on Counter staff and facility requirements	Maximum of two (2) pages. (Form TECH-5)	Not required	Not required
List of proposed Expert team and summary of CV particular	Form TECH-5	Form TECH-5	Form TECH-5

**g) Technical Proposal Content**

The Technical Proposal shall contain information indicated in the following paragraphs, using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-7). Such information must be provided by the Agency.

- i. A brief description of the organization and outline of recent experience of the agency and each associate on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the agency's involvement.
- ii. A concise, complete, and logical description of how the Agency's team will carry out the services to meet all requirements of the TOR.
- iii. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- iv. An organization chart indicating relationships amongst the Agency and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.
- v. The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared nonresponsive.

**h) Financial Proposal**

- i. The Financial Proposal shall be submitted online only as in the formats at the Annexure (the "Financial Proposal") clearly indicating the total cost of the work in both figures and words, in

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Indian Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

- ii. While submitting the Financial Proposal, the Applicant shall ensure the following:
  - a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover overall cost for supply and services to UDHD as per scope given in this RFP.
  - b) The total amount indicated in the Financial Proposal shall be without any condition or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
  - c) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under the Financial Proposal.
  - d) Costs shall be expressed in INR only.

**i) Submission of Proposal**

- i. The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the person or persons or Authorized Signatory signing the Proposal.
- ii. Physical copy shall only contain sealed envelope containing original EMD, Self declaration, Power of Attorney. Technical proposal and Financial proposal shall be uploaded on eproc2.
- iii. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.
- iv. The rates quoted shall be firm throughout the period of performance of the assignment up to and including discharge of all obligations of the Agency under the Agreement.

**j) Late Proposals**

Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

**16) Evaluation Process**

**General**

From the time the bids are opened to the time the contract is awarded, if any agency wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the agencies' proposal.

**a. Pre-Qualification Norms**

A committee may be constituted by the UD & HD, Bihar for evaluation of the proposal. This committee will evaluate the Pre-Qualification on the basis of Eligibility Criteria mentioned in the RFP.

**b. Technical Evaluation**

The proposals from bidders will be evaluated based on evaluation parameters mentioned below. During technical evaluation the bidders will be given marks based on matrix below. A bidder will be declared qualified in technical evaluation on achievement of **75 marks out of 100 marks**. As elaborated in Appendix-III. The bidders who qualify in technical evaluation will be considered for financial evaluation further.

<b>S. No</b>	<b>Criteria</b>	<b>Maximum Score</b>
<b>1</b>	<b>Firm's General Experience &amp; Experience in Similar Assignments</b>	<b>45</b>
<b>A</b>	<b>General Experience in GIS Based projects, GIS Based Study Reports, GIS Based mapping and tax collection in the context of urban infrastructure.</b>	<b>15</b>
(i)	1 Project	5
(ii)	2-3 Projects	10
(iii)	More than 3 Projects	15
<b>B</b>	<b>Experience in Similar Projects: (Property Survey and database generation and its integration with GIS Base Map) for ULBs within previous years.</b>	<b>20</b>
(i)	Experience in similar projects for 2,00,000 – 3,00,000 properties.	15
(ii)	Experience in similar projects for more than 3,00,000 –properties.	20
<b>C</b>	<b>Experience in Similar Projects in ULBs of Bihar: (Property Survey and database generation and its integration with GIS Base Map) for ULBs of Bihar .</b>	<b>10</b>
(i)	>=3 to 5 ULBs	<b>5</b>
(ii)	> 5 ULBs	<b>10</b>
<b>2</b>	<b>Financial strength of the Consultant</b>	<b>20</b>
<b>A</b>	<b>Average Annual Turnover in last 3 years (FY 2022-23, 2023-24, 2024-25)</b>	
(i)	>= Rs. 5 Cr. To <= Rs.7 Cr	10
(ii)	> Rs.7 Cr. To <= Rs.10 Cr	15
(iii)	> Rs. 10 Cr. or more	20
<b>B</b>	The Bidder should have a positive net worth as on 31-03-2025	
<b>3</b>	<b>Key Professionals</b>	<b>35</b>
<b>A</b>	<b>Project Manager (1 no)</b>	<b>7</b>
(i)	General Experience (number of years of related experience) and Academic Qualification.	3.5
(ii)	Relevant Project Experience	3.5
<b>B</b>	<b>Property Survey Expert (15 nos )</b>	<b>7</b>
(i)	General Experience (number of years of related experience) and Academic Qualification.	3.5
(ii)	Relevant Project Experience	3.5
<b>C</b>	<b>Database Administrator (15 nos)</b>	<b>7</b>
(i)	General experience (number of years of related experience) and Academic Qualification.	3.5
(ii)	Relevant Project Experience	3.5
<b>D</b>	<b>GIS Expert (15 nos)</b>	<b>7</b>
(i)	General experience (number of years of related experience) and Academic Qualification.	3.5
(ii)	Relevant Project Experience	3.5

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<u>S. No</u>	<u>Criteria</u>	<u>Maximum Score</u>
<b>E</b>	<b>Town Coordinator (30 nos)</b>	<b>7</b>
(i)	General experience (number of years of related experience) and Academic Qualification.	3.5
(ii)	Relevant Project Experience	3.5

**c. The minimum required experience of proposed Key professional staff is:**

<b>Designation</b>	<b>Requirement</b>	<b>Minimum Qualification</b>
Team Leader'	1(in a Group)	Masters in Planning/Geography/Remote sensing/Urban Planning/Geology with an experience of minimum 10 years in the field of GIS/Remote Sensing/ Survey Projects. Project Manager should be available for the entire project period stationed at HQ town.
Property Survey Expert	1(in a municipality)	Masters in Geography/Statistics/Remote sensing/ Urban Planning/Geology or BE/BTech (Civil/CS/IT) with an experience of minimum 3 years in the field of GIS and Remote Sensing in which he/she has handled at least two property survey projects for a town within India. He/she shall supervise Property Surveyors and should be available for the entire project period stationed at the respective project place.)
Database Administrator or	1(in a municipality)	BE/BTech (IT/CS) with an experience of minimum 2 years/MCA with an experience of minimum 2 years or BCA with an experience of minimum 4 years in Spatial Database Management using SQL/Oracle. He/she should be for the entire project period stationed at the respective project place.
GIS Expert	1(in a municipality)	Degree in Geography / Remote sensing/ Urban Planning/Geology or BE/BTech in any Engineering branch with a minimum of 2 years of experience In the field of GIS and Remote Sensing. He/she should be for the entire project period stationed at the respective project place.
Town Coordinator	2 (in each Municipality)	Graduate/Diploma in Civil Engineering Trade/Draftsmanship/ITI Shall be stationed in the respective Municipality till completion of the assignment.
Field Surveyor	(Minimum 15, 10 & 5 Surveyors in each Nagar Nigam, Nagar Parishad & Nagar Panchayat respectively)	Graduate/ITI/Diploma in relevant field (Survey, Civil, Architecture, Geographer, Sociology) He / She should be present till the survey period of respective Municipality.

**d. Financial Proposal**

- i. After the evaluation of Technical Proposal is completed, the Client shall notify only those agencies whose proposals have been short-listed of the same and the date and time for opening of financial proposals.
- ii. The Financial Proposals shall be opened publicly in the presence of the agencies'

- Representatives who choose to attend. The name of the agency, the technical scores, and the proposed amount shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- iii. The Consultancy Evaluation & Review Committee will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not the client will cost them and add their cost to the initial price), correct any computational errors, etc.
  - iv. The Procuring authority's evaluation committee will correct computational or arithmetical errors only. In case of discrepancy between
    - a partial amount (sub-total) and the total amount, or
    - between the amount derived by multiplication of unit price with quantity and the total price, or
    - between words and figures, the former will prevail.
  - v. The Agency which has bid the lowest amount (L1) Group wise as defined in **Proposals** para 9 under this Section will be invited for discussions/negotiations / clarifications for the purpose of signing a Contract Agreement.

**e. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Department in relation to matters arising out of or concerning the Selection Process. The Department shall treat all information, submitted as part of the Proposal in confidence and shall require all those who have access to such material to treat the same in confidence.

**f. Clarifications**

- i. To facilitate evaluation of Proposals, the Department may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Department for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- ii. If an Applicant does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Department may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Department.

**17) Contract Negotiations and Award of Contract**

- i. The Agency who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude the Contract.
- ii. The selected Agency is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

**18) Duration of Assignment**

The duration of assignment is Six (06) month, and work extension depend on satisfactory performance of the services.

**19) Performance Security**

The agency will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of "DIRECTOR BUDA" from any scheduled commercial

Bank for an amount to **5%** of the total contract value towards Performance Security valid for a period of **one year** beyond the date of completion of services. The Bank Guarantee will be released by UD&HD after one year or completion of the project and rectification of errors if any, found during implementation of the contract for civil work and satisfactory report by supervision agency/PIU staff engaged by UD&HD.

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## Appendix-I

RFP No: -----/2026

Date: .../.../2026

### SCHEDULE FOR THE BID

Urban Development and Housing Department, Government of Bihar invites online proposals for Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups.

Details of schedule for the bid are given below:-.

Sl No	Particulars	Timeline & Address
1	Online Sale/Download date of Tender documents	From .../.../2026 (03:00 PM) ( <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a> )
2	Pre-bid Meeting date (Through VC).	.../.../2026 (.....)
3	Last date for submission of Bids online	.../.../2026 Till ...
4	Last date for submission of Bids hard copy.	.../.../2026 Till .....
5	Opening of Bids	.../.../2026 At .....
6	Date of opening of Commercial bids	To be informed later to technically qualified bidder.
7	Cost of RFP Document Fee	Tender Fee Rs 10000.0 (Non-Refundable) to be paid through IPG in favor of "Director BUDA" payable at Patna.
8	EMD	Earnest Money Deposit (EMD) online (by Internet Payment Gateway (IPG) or Challan) or through (BG) of Rs. 6,00,000/- (Six Lakh) for each Group, in favor of "Director BUDA" payable at Patna. "Director BUDA" Patna, Bank Details for BG: A/C No. 1512011000002864, IFSC- IOBA0001512.
9	Method of Selection	Least Cost Selection (LCS).

RFP document shall be available on website:

<https://eproc2.bihar.gov.in/>

For Queries & Clarifications, send e-mail to:

[urbansec-bih@nic.in](mailto:urbansec-bih@nic.in), [tcpobihar@gmail.com](mailto:tcpobihar@gmail.com)

SD/-  
OFFICER ON SPECIAL DUTY  
URBAN DEVELOPMENT AND HOUSING DEPARTMENT

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## Appendix-II (Data Sheet)

S. No	Explanation of / Replacement of Paragraph of ITC
1	<p>Name of the Client:  <b>Urban Development &amp; Housing Department (UD&amp;HD), Govt. of Bihar (GoB)</b>            Client's Representative:  <b>Director, Urban Development &amp; Housing Department, Govt. Of Bihar.</b>            Method of selection: <b>Least Cost Selection (LCS) Method</b></p>
2	<p>Name of the assignment is: "Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".</p> <p><b>The towns under this assignment are divided in 08 Groups:            Refer Annexure -iii</b></p>
3	<p>Agency should not have been blacklisted or debarred from participating in Bidding by any government or semi-government organisation.</p>
4	<p>Each agency may apply for more than one Group for maximum 02 Groups. The bidder who is applying for more than one Group shall submit one set of CVs of all required key Personnel. Each CV must be accompanied with copy of Adhaar (Masked) showing last 4 digits of Adhaar number or PAN along with other documents. It shall be mandatory to submit Adhaar/PAN during/prior to the contract agreement. Contact details of the expert should also be mentioned in the CV so that the availability of proposed expert can be verified.</p>
5	<p>The CV of expert has to be signed by the representative of the Agency for the purpose of submission of proposal only. The CV of expert not signed by the representative of Agency shall not be considered for evaluation.</p>
6	<p>Proposals must remain valid for <b>90</b> days from the submission date.</p>
7	<p>The Earnest Money Deposit (EMD) online (by Internet Payment Gateway (IPG) or Challan) or through (BG) of Rs. 6,00,000/- (Six Lakh) per Group, <b>in favor of "Director BUDA" payable at Patna. "Director BUDA" Patna, Bank Details for BG: A/C No. 151201100002864, IFSC- IOBA0001512.</b>            EMD Validity: 45 days beyond bid validity date (90+45 days).</p>
8	<p>Clarifications may be requested not later than 10 days before the submission date.            The address for requesting clarifications is:</p> <p><b>The Officer on Special Duty</b>            Urban Development &amp; Housing Department, Govt. of Bihar            Vikas Bhawan, New Secretariat Building, Patna – 800 015            Email: urbansec-bih@nic.in; tcpobihar@gmail.com            Website :http://https://state.bihar.gov.in/urban</p>
9	<p>JV/Consortium shall not be allowed for this assignment</p>

10	Proposals must be submitted online through <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a> . BG shall be submitted in sealed envelopes. For reference a hard copy of Technical Proposal shall be submitted and can be referred as and when required. It shall not be valid document for evaluation of the proposal.															
11	Pre-proposal Queries/Suggestions and request for VC Link shall be submitted by prospective bidders till the date .../.../2026 12:30 PM to email id: <a href="mailto:tcpobihar@gmail.com">tcpobihar@gmail.com</a> and pre-bid meeting will be held on .../.../2026 11:30 AM through VC. Clarifications and Corrigendum shall be published for the same on <a href="https://state.bihar.gov.in/urban">https://state.bihar.gov.in/urban</a> & <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a>															
12	<p>Hard Copy as per NIT of Proposals must be submitted on the following address no later than the date and time mention:  <b>Date : .../.../2026 , Time: up to .....</b></p> <p><b>The Officer on Special Duty</b>  Urban Development &amp; Housing Department, Govt. of Bihar  #101, 1st Floor, Vikas Bhawan, New Secretariat Building, Patna – 800 015  Phone: (0612) 215580, (0612) 2223059  Email: <a href="mailto:urbansec-bih@nic.in">urbansec-bih@nic.in</a>; <a href="mailto:tcpobihar@gmail.com">tcpobihar@gmail.com</a>  Website: <a href="https://state.bihar.gov.in/urban">https://state.bihar.gov.in/urban</a></p>															
13	<p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria:  (a) Technical criteria that would be considered for selection of bidder would be as follows:  <b>Evaluation of Technical</b>  Proposals shall be evaluated on the basis of following pre-identified criteria:</p> <table border="1" data-bbox="284 976 1425 1417"> <thead> <tr> <th data-bbox="284 976 387 1111">SL No</th> <th data-bbox="395 976 1233 1111">Criteria</th> <th data-bbox="1241 976 1425 1111">Score Allocated</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1111 387 1178">1</td> <td data-bbox="395 1111 1233 1178">Agency's General Experience &amp; Experience in Similar Assignments</td> <td data-bbox="1241 1111 1425 1178">50</td> </tr> <tr> <td data-bbox="284 1178 387 1245">2</td> <td data-bbox="395 1178 1233 1245">Financial Credential (Average Turnover)</td> <td data-bbox="1241 1178 1425 1245">15</td> </tr> <tr> <td data-bbox="284 1245 387 1357">3</td> <td data-bbox="395 1245 1233 1357">Qualification and Experience of Team Leader &amp; Other Key Professionals</td> <td data-bbox="1241 1245 1425 1357">35</td> </tr> <tr> <td colspan="2" data-bbox="284 1357 1233 1417" style="text-align: center;">Total Score</td> <td data-bbox="1241 1357 1425 1417" style="text-align: center;">100</td> </tr> </tbody> </table> <p>The Authority will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score. Agencies securing 75 and above marks will be held technically responsive by Bid Evaluation Committee. Narrative Evaluation Criteria is attached at Appendix.</p>	SL No	Criteria	Score Allocated	1	Agency's General Experience & Experience in Similar Assignments	50	2	Financial Credential (Average Turnover)	15	3	Qualification and Experience of Team Leader & Other Key Professionals	35	Total Score		100
SL No	Criteria	Score Allocated														
1	Agency's General Experience & Experience in Similar Assignments	50														
2	Financial Credential (Average Turnover)	15														
3	Qualification and Experience of Team Leader & Other Key Professionals	35														
Total Score		100														
15	Expected date for opening of Financial Proposals: Will be intimated to Technically responsive bidders through letter.															
16	<p>Under this contract the Agency's payments are <b>Output and Deliverables Based</b> as mentioned in Terms of Reference (ToR).  The Agency shall quote Service Charges for satisfactory performance of the services under the contract in terms of <b>Lump sum Fee for each Group separately mentioned in ToR</b>.  It is expected that Agency has quoted the fee considering all requirements for satisfactory performance of the services included in ToR. If the Agency has not considered any component for performance of the services, no extra payment shall be made on this account.</p>															

17	Amounts payable by the Client to the Agency under the contract shall be subject to local taxes if any. The Client will pay GST, on prevailing rates as applicable on such assignments / services.
18	Selected agency under each package will sign contract with each of the respective ULBs covered under each Group. Expected date for commencement of services: .../.../2026
19	The duration of the assignment shall be 26 weeks (6 months) + 6 months of Handholding from the date of signing of the contract and all activities are to be completed in this period. The Agency will commence the project activity simultaneously for all the towns of the Group.
20	Project Manager shall lead the team, for each Group of towns. The Agency is required to establish project office at each town of a Group. There shall be a Group of Property Survey Expert, Database Administrator, GIS Expert and Field Surveyor for survey related work in each town. The agency will coordinate with the concerned Municipality and UD & HD, Bihar for work progress.

## Appendix-III EVALUATION CRITERIA FOR TECHNICAL PROPOSAL:

### 1. FIRM'S GENERAL EXPERIENCE & EXPERIENCE IN SIMILAR ASSIGNMENTS (50 Points)

#### A. General Experience in GIS Based projects, GIS Based Study Reports, GIS Based mapping and tax collection in the context of urban infrastructure. (10 points)

**Criteria:** The extent and depth of experience of the firm in GIS Based projects, Data integration in GIS, GIS Based Study Reports etc. in the related sector that are similar to the requirement of the TOR in terms of Technical Parameters, Quantum of work and required inputs and financial parameters.

**Factors to consider:** Each reference project included in the technical proposal will be judged against the criteria established. Higher scores will be given to a firm, which has more experience for projects with relevant nature.

#### B. Experience in Similar Projects (Property Survey and database generation and its integration with GIS Base Map). (20 points)

**Criteria:** Extent of experience in similar projects taking in consideration elements such as similar assignments in Property Survey and data collection of the properties through Contract Survey and its integration with Base Map for the Towns/ ULBs/ Municipalities for Property Taxation in the last five years.

**Factors to consider:** Each reference project with proof of completion certificate/ work order/ contract or any other related document, included in the technical proposal will be judged against the criteria established. higher scores will be given to a firm which has successfully completed more projects i.e. Property survey and data collection for tow ns/ ULBs/ municipalities and its integration with base map of the respective towns, ULBs/ municipalities

#### C. Experience in Similar Projects in ULBs of Bihar: (Property Survey and database generation and its integration with GIS Base Map) for ULBs (Group). (20 Points)

**Criteria:** Extent of experience in similar projects taking in consideration elements such as similar assignments in Property Survey and data collection of the properties through Contract Survey and its integration with Base Map for the define Group in RFP for Towns/ ULBs/ Municipalities for Property Taxation in the last five years.

**Factors to consider:** Each reference project with proof of completion certificate/ work order/ contract or any other related document

### 1. Financial Strength (15 Points)

- a- Average Annual Turnover -10 marks
- b- Positive Net worth -05 marks

### IV. KEY PERSONNEL (35 Points)

#### Weighted Marks for Expertise:

S.No.	Designation of Key Experts	Total Number Required	Maximum scores allotted
1	Team Leader	1	7
2	Property Survey Expert	15	7
3	Data Base Administrator	15	7
4	GIS Expert	15	7
5	Town Coordinator	30	7

## Appendix-IV EMD/ Bid Security Form (Bank Guarantee)

(Bank's Name and Address of Issuing Branch or Office)

**Beneficiary:** .....

..... (Name and address of Employer)

**Date:** .....

**Bid Security No:** .....

Whereas M/s..... (Insert the name of the Agency) (herein after called the "Agency") has submitted its technical & financial proposals for the work of ..... (Insert the name of work for which proposal is submitted) (hereinafter called the "proposal") under package No. .... on dated ..... against the Employer's Notice Inviting Tender (NIT) Notice Inviting Request for proposal (NIP)/ Invitation for Bid (IFB) No ..... (Insert NIT/NIP/IFB number as per publication in news paper or website).

Furthermore, we understand that, according to your conditions, proposals must be supported by a Bid Security.

At the request of the Agency, we ..... (Insert name of the bank) hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of ..... (Insert bid security amount in figure) .....

..... (amount in wards) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Agency is in breach of its obligation(s) under the RFP conditions, because the Agency:

- a) has withdrawn its proposal during the period of proposal validity specified by the Agency in the technical proposal form; or
- b) does not accept the correction of errors in accordance with the instructions to Agency (hereinafter "the ITC") of the RFP Document; or
- c) having been notified of the acceptance of its proposal by the Employer during the period of proposal validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance Security, in accordance with the ITC.

This guarantee will expire: (a) if the agency is successful agency upon our receipt of copies of the contract agreement signed by the agency and the performance security issued to you upon the instruction of the agency; and (b) if the agency is not the successful agency upon the earlier of (i) our receipt of a copy your notification to the agency name of the successful agency; or (ii) forty five days (45 days) after the expiration of the agency's proposal.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC publication No. 758.

.....Bank's seal and authorized signature(s).....

*File* *MMS*

## Appendix -V SELF-DECLARATION (On Agency's Letter Head)

(Date:../.../2026)

In response to the RFP Document (RFP No.../.../.....) for Request for Proposal (RFP) for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups. I/ We hereby declare that presently our Company/Agency/ Agency \_\_\_\_\_ is \_\_\_\_\_ having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/Agency/ Agency \_\_\_\_\_ is \_\_\_\_\_ not Blacklisted/Debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our bid security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature.....

Place:.....

Name.....

Date:.....

Designation.....

Seal of the Organization.

*JK* *M/S*

### Section 3: Pre-qualification Forms

To,

**Officer on Special Duty**

Urban Development & Housing Department, Govt. of Bihar

#101, 1st Floor, Vikas Bhawan, New Secretariat Building, Patna – 800015

Email: [tcpobihar@gmail.com](mailto:tcpobihar@gmail.com)

Website: <http://https://state.bihar.gov.in/urban>

**Sub:** Selection of an agency for “Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups”.

Sir,

We, the undersigned, offer to provide the services for the above assignment in accordance with your Request for Proposal vide advertisement dated \_\_\_\_\_. We are hereby submitting our Proposal for Request for Proposal (RFP) for Selection of an agency for “Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups”. of Bihar for \_\_\_\_\_ towns of Group \_\_\_\_\_ as per RFP.

The Proposal contains the following documents in separate sealed envelopes:

Pre Qualification and Technical Proposal - One Set of Copy as submitted on online through E-Proc.

Financial Proposal - Original

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

In the case of any discrepancies, online submission done by the agency through e-proc2 will be true.

We are applying for .....no. of Groups, we are submitting BG of Rs..... towards Earnest Money Deposit (EMD) in one envelope and we submitting receipt of Rs. 10000 each for ..... no. of Group.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of the Agency:

Address:

- Encl: 1. Pre-Qualification  
2. Technical  
3. General Information

### 3A. Eligibility Criteria for Participating Agency:

- i. The applicant should be an agency or legal entity registered under Companies Act, Societies Act, Trust Act, Proprietorship Act and Partnership Act and should have been in operations in India for at least 5 years with the proof of incorporation/ commencement of business (please attach copy of registration certificate).
- ii. The Agency should have valid registration of PAN & GST (a copy of certificates to be attached).
- iii. The Agency should have successfully completed GIS based Property Survey of at least 2,00,000 (Two Lakh only) property. **Please attach work order and completion certificates.**
- iv. Average annual turnover of the Agency for last three financial years (2022-23, 2023-24 & 2024-25) should not be less than **Rs. 5 Crore (Must Attach Financial Statement and Average Annual turnover certificate with UDIN)**
- v. JV/Consortium shall not be allowed for this assignment.
- vi. The Bidder should not be declared ineligible for corrupt and fraudulent practices or any other reason, whatsoever, or have not been blacklisted / debarred by the Government of India or any of its agencies including public enterprises and/or by any State Government or any of its agencies. Please submit declaration on bidder's company letter head. **Please refer to Appendix-V, Section II.**

### 3B. General Information

1. Name of the Agency
2. Agency's registered address in India
3. Agency's address for correspondence regarding this project, including phone numbers (mention city code), fax numbers and email addresses
4. Details of the authorized signatory of the agency for communication regarding this project
  - Name
  - Designation
  - Contact details of the authorized signatory
  - Office Phone (Direct Line/ Extension) Number
  - Fax Number
  - Mobile Phone Number
  - Email Id
5. Please mention the audited turnover of the agency in the preceding three financial years (Rs. Crores)  
FY 2022-23: \_\_\_\_\_ Cr. INR  
FY 2023-24: \_\_\_\_\_ Cr. INR  
FY 2024-25: \_\_\_\_\_ Cr. INR

**Note:** Average annual turn-over of the Agency for last of the three financial (2022-23, 2023-24 & 2024-25) should be equal to or more than Rs.5 Crore.

### 3C. Experience of the Consulting Agency

1. Total Experience since the inception of agency (in years):
2. Main line business :
3. Total Experience (in years)
4. Relevant Experience (in years) :  
(Please refer 3E)

**3D. Major projects executed**

Sl. No.	Name of Project	Client	Type of project	Location of Project	Value of the Project (in Rs.)	Stage of project execution	
1						(completed/ under progress) as on date	Year of completion
2							
3							
4							
5							

**3E. Relevant project (GIS Base Map Updation & Property Survey) experience of the Agency**

Sl. No	Name of City for which Property Survey Done	Client name	Project cost in Rs.	Stage of project execution (completed/ under progress) as on date	Total Number of Properties in the Project Area	Attachments (Contract Agreement/Work order/Completion Certificate)*

*JK* *ms*

## Section 4: Technical Forms

1. **Form TECH-1: Technical Proposal Submission Form**
2. **Form TECH-2: Agency's Organization and Experience**
3. **Form TECH-2B: Agency's Experience [For Full Technical Proposals Only]**
4. **Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client**
5. **Form TECH-4: Financial Strength**
6. **Form TECH-5: Team Composition, Task Assignments and Summary of CV Information**
7. **Form TECH-6: Curriculum Vitae (CV) for Proposed Experts**
8. **Form TECH-7: Personnel Schedule**
9. **Form TECH-8: Work Plan/Schedule**

## Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To,

**The Officer on Special Duty**

Urban Development & Housing Department, Govt. of Bihar

#101, 1st Floor, VikasBhawan, New Secretariat Building, Patna – 800015

Phone: (0612) 215580, (0612) 2223059

Email: [urbansec-bih@nic.in](mailto:urbansec-bih@nic.in); [tcpobihar@gmail.com](mailto:tcpobihar@gmail.com)

Website: <http://www.urban.bih.nic.in>

Dear Sir/Madam:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal for Group's..... We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in the Data Sheet (*Please indicate date*).

We also undertake to provide that, in preparation and submission of the Technical and Financial Proposals of the subjected assignment, we have:

- i. not taken any action which is or constitutes a corrupt or fraudulent practice; and
- ii. agreed to allow the Client, at their option, to inspect and audit all accounts, documents, and records relating to the Agency's Proposal and to the performance of the ensuring Agency's Contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_

Name of the Agency: \_\_\_\_

Address: \_\_\_\_\_

## Form TECH-2: Agency's Organization and Experience

### FORM TECH-2A: Agency's Organization

[Provide here a brief (two pages) description of the background and organization of the Agency with following summary sheet.]

<b>Name of the Agency:</b>	
<b>Address of Registered Office:</b>	
<b>Year of Establishment:</b>	
<b>Contact Person with Contact Details:</b>	
<b>Annual Turnover* in last three years (in Lakhs)</b> FY 2022-23: FY 2023-24: FY 2024-25: <b>Average Annual Turnover for above three Financial Years:</b> <b>*Turnover Certificate issued by CA to be attached</b>	
<b>Net worth of Agency (Positive/ Negative):</b>	
<b>Current Contract Commitments: (in Lakhs)</b>	
<b>Working Capital: ( in Lakhs)</b>	
<b>Experience in Similar Assignment:</b> - Number of years: - Total assignments: - Assignments completed in previous years:	
<b>Any Award or Felicitation received by your Agency:</b>	
<b>Any Other Relevant Details:</b>	

**Form TECH-2B: Agency's Experience [For Full Technical Proposals Only]**

[The following information should be provided in the format below for each reference assignment for which your agency, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Department stated below.]

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b>	<b>Duration of assignment (months):</b>
<b>Location within country:</b>	
<b>Name of Client:</b>	<b>Total No. of person-months of the assignment:</b>
<b>Address:</b>	<b>Approx. value of the services provided by your agency under the contract</b>
<b>Start date (month/year):</b>  <b>Completion date (month/year):</b>	<b>No of professional person-months provided by the joint venture partners or the Sub-Agencies:</b>
<b>Name of senior regular full time employees of your agency involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services* provided in the assignment:</b>	

\* Completion Certificate from the Client is mandatory. In case no certificate is provided, the experience of the referred project will not be considered for evaluation.

In case of on-going projects, the experience will be considered only if the assignment/project is being implemented for more than two years in a row. Client's Certificate for satisfactory implementation of the project is mandatory.

*D.K. MKS*

**Form TECH-3: Comments and Suggestions on the Terms of Reference  
AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT**

**FORM TECH-3A: On the Terms of Reference [For Full Technical Proposals Only]**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

- 1.
- 2.
- 3.
- 4.
- 5.
- ..

**FORM TECH-3B: On Counterpart Staff and Facilities [For Full Technical Proposals Only]**

*[Comment here on counterpart staff and facilities to be provided by the Client according to Clause Reference 1.5 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

- 1.
- 2.
- 3.
- 4.
- 5.
- ..



*JK* *MKS*

## Form TECH-4: Format for Financial Capability of the Applicant

*(Equivalent in Rs. crores)*

<b>Applicant*</b>	<b>Average Annual Turnover from similar services</b>			
	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Average</b>
<i>Applicant</i>				

***Certificate from the Statutory Auditor/ Chartered Accountant***

*This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years.*

*Name of the Audit firm:*

*Seal of the Audit firm*

*UDIN:-*

*Date:*

*(Signature, name and designation of the authorized signatory)*

***\* The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.***

***\* Any Applicant should fill in details as per the row titled Applicant and ignore the row below.***

***\*\* The certificate must have UDIN issued by The Institute of Chartered Accountants of India (ICAI).***

*Date*      *Signature*

**Form TECH-5: TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV INFORMATION**

Surname, First Name	Agency's Acronym	Area of Expertise	Position Assigned	Task Assigned	Employment Status with Agency (full-time/ other)	Education/ Degree (Year / Institution)	No. of years of relevant project experience	CV signature (by expert/by other)

**Support Staff**

S.No	Surname, Name	Position	Task Assignment

### Form TECH-6: Curriculum Vitae (CV) for Proposed Experts

[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]

1	Proposed Position	:																											
2	Name of the Agency	:																											
3	Name of the Staff	:																											
4	Date of Birth	:	Nationality	:																									
5	Education	:	Degree:	Institution:	Year;																								
6	Professional Memberships	:																											
7	Other Training/ publications	:																											
8	Countries of work experience	:																											
9	Languages	:	<table border="1"> <thead> <tr> <th>Language</th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hindi</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Language	Speak	Read	Write	English				Hindi															
Language	Speak	Read	Write																										
English																													
Hindi																													
10	Employment Record (Relevant experience)	:	<table border="1"> <tbody> <tr> <td>From</td> <td></td> <td>To</td> <td></td> </tr> <tr> <td>Department</td> <td colspan="3"></td> </tr> <tr> <td>Position Held</td> <td colspan="3"></td> </tr> <tr> <td>From</td> <td></td> <td>To</td> <td></td> </tr> <tr> <td>Department</td> <td colspan="3"></td> </tr> <tr> <td>Position Held</td> <td colspan="3"></td> </tr> </tbody> </table>			From		To		Department				Position Held				From		To		Department				Position Held			
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11	Detailed Task Assigned (Relevant)	:																											
12	Detailed Task Assigned (Other)	:																											

Signature of the Expert:

Date:

Signature of Authorized Representative:

Date:

\* Use separate form for each Key Professionals



## Section 5: Financial Proposal

### Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To:

**The Officer on Special Duty**

Urban Development & Housing Department, Govt. of Bihar  
#101, 1st Floor, Vikas Bhawan, New Secretariat Building, Patna – 800 015  
Phone: (0612) 215580, (0612) 2223059  
Email: urbansec-bih@nic.in; tcpobihar@gmail.com  
Website: <http://www.urban.bih.nic.in>

Dear Sir /Madam:

We, the undersigned, offer to provide our services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal for Group no. .... Our attached Financial Proposal is for the service fee in percentage of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

<sup>1</sup> Amount must coincide with the ones indicated under Total in Form FIN-2.

## FORM FIN-2: Summary by Costs

**Project Title:** Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for \_\_\_\_\_".

**Tender No. :** PS / ..... Group No. \_\_\_\_\_

<i>Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".</i>						
Name And Address of Bidder		Agency Fee in Rs				
S. No	Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support, as per Terms of Reference (ToR)	Total area in Sq km (A)	Rate per Sq Km (GIS Basemap Preparation) (B)	Total no of Household/ property (C)	Rate per Household (Property Survey) (D)	Total in Figures (Entire Group) X = (A x B) + (C x D)
[1]	Group No.: ____					
[2]	Handholding for 6 months with town coordinators, 2 No. in each municipality					
[3]	Total Agency Fee [1]+[2]					
Total Agency Fee [3](In figures)						
Total Agency Fee [3](In Words)						
Note (i) The Agency/bidder has to quote the rates inclusive of all taxes, except Goods and Service Tax applicable.						
Note (ii) Once contract is awarded and the cost is optimized, Municipality shall not be responsible for any other cost apart from the gross quoted rates with applicable GST						
Note (iii) While quoting financial offers, applicant agencies are requested to refer relevant Clauses of Data Sheet under Section 2 and relevant Clause of Terms of Reference under Section 6 of RFP Document.						
Note (iv) During Evaluation of Financial proposals, the quoted rate and amount by an Agency excluding GST shall be considered.						
Note (v) The client shall pay the Agency, the applicable taxes, on prevailing rates as applicable on the service fee.						
Note (vi) In case of change in <b>Household</b> within the range of ±10% of the specified area as per Terms of reference, the rate will remain unchanged.						
Based on Group wise rate & amount quoted by bidders.						
Note: Financial proposal shall be evaluated on total quoted amount of a Group.						

**BASED ON GROUP WISE RATE & AMOUNT QUOTED BY BIDDERS.**

**NOTE: FINANCIAL PROPOSAL SHALL BE EVALUATED ON TOTAL QUOTED AMOUNT OF A GROUP**

*DK MS*

## **Section 6: Terms of Reference**

**Content: -**

- 1. Study Area**
- 2. Scope of Work**
- 3. Outcome & Deliverables**
- 4. Report on one ward (Separate for each town)**
- 5. Interim Progress report (Separate for each town)**
- 6. Detailed Final report (Separate for each town)**
- 7. Report on Handholding, Updation and Training**
- 8. Quality Control**
- 9. Expertise & inputs**
- 10. Items Provided by the Client**
- 11. Schedule**
- 12. Payment to the Agency**
- 13. ANNEXURE I (GIS Thematic layers)**
- 14. ANNEXURE II (Field Data Sheet Format)**

## Terms of Reference (ToR)

### 1. Study Area

The study area will be the existing municipal area of the towns. However, if there is any change in municipal area before or after award of the contract the new municipal area will be considered as study area of the town:

Refer Annexure -iii

### 2. Scope of Work

The complete task is focused on preparation of GIS Base Map and detailed door to door survey of each property/holding within municipal area which includes the existing municipal area and proposed extension of municipal limits for the respective towns. The selected Agency shall be responsible for the end-to-end creation and maintenance of a comprehensive GIS-based Property Tax Register. The agency will collect all relevant information as per the given format in Annexure II. The second major task is linkage of property database in different tables with Base Map. The agency shall also work on house numbering system for the respective ULBs, take digital photograph of each property and link it with the database of the respective property in the GIS environment. The agency shall also integrate the data and maps collected for other assignments like socio economic survey environment profile with Base Map of the respective town. The agency will depute key professionals in respective ULBs and all the activities like data entry, database generation & its linkage with base map with updation will be done in the respective ULBs. The project team for each town provided by the agencies shall work closely with municipal officials and staffs of the respective ULBs and to ensure long term sustainable improvement in municipal record keeping. The client may provide available base maps along with high resolution satellite imagery in soft copy to the selected agencies which can be utilized for detailed household survey. The successful bidder must strictly adhere to data schema (Annexure V) across all stages of data collection, integration, quality control, and final submission.

The agency shall work on house numbering system (as per Annexure IV of this RFP) for the respective Municipality and suggest/simplify it, take digital photograph of each property and link it with the database of the respective property. The agency will depute key professionals in respective Municipality for all the activities like survey, data entry, and database generation. After completion of the assignment, above data shall be handed over to the ULB/UD&HD as directed.

The scope of work in detail is discussed below:

#### 2.1 Survey for Base Map

The Agency will collect the data in proper field data sheet format, some of the proposed field data sheet format for the data collection given in Annexure I. The base map hard copy prepared through on screen digitization of imagery as is to be used for ward wise survey for the finalization of layer wise Base Map with the attributes.

#### 2.2 DGPS Survey and Contouring

For the DGPS Survey, GCPs should be selected at well-defined sharp points both on the ground and on imagery. Minimum 6 GCPs shall be collected by survey agency for a town and after that 1 in each square kilometer. Agency shall use CORS (Continue Operating Reference Station) by Survey of India for DGPS Survey. Contour overlays of 0.5 meter contour interval is to be generated by DGPS survey using as required. Permanent benchmarks are to be established at every 1 km/1 sq. km interval for future reference and taking a digital picture for linking in GIS data. The contours are to be interpolated and superimposed on

to the base map by taking proper controls. These are to be digitized to generate as digital overlay. Cross section of all drains with clear width and depth taking levels at every 20m should be also taken at the time of contour survey. Details about drains (50cm and above) / channels/ nalla passing through the town indicating the following details:- i) Location and alignment of drain / channels/ nalla, ii) Invert level / L-Section of the drain/ channels/ nalla indicating slope, iii) Cross-section of the nalla/ channels/ drain for every 20m. The accuracy for survey should be less than 1 cms.

In Addition to DGPS survey Total Station survey shall also be allowed.

### 2.3 Detailed survey and verification

The Agency shall organize detailed property survey with total built up area, area on ground floor and verification of total taxable area with floor wise structure and usage detail for each property as per the suggested format and its database generation and integration with Base Map. Please note, all such details will be integrated with the module in the NUDM/UPYOG portal at the next stage, and the selected agencies shall make sure that the data captured under this assignment is in such manner that the data integration with the NUDM portal should be smooth and hassle free.

GIS based digital base maps were prepared for the respective towns on 1:1000 scale. During this work land use detail of each building and parcel, road names etc. were collected using high resolution data and detailed property survey. The data collected was attached to the Base Map as attribute data of Buildings/Parcels. For this assignment the Base Map and its data shall be used as input for detailed survey of Properties to collect significant information for Property Tax reforms, Revenue Enhancement and for future planning. The field data sheet format is given in Annexure II of this Terms of Reference.

The selected agency shall survey existing holding/house numbering system provided by UD&HD of the respective ULBs. During the survey the Agencies shall collect and verify the following information for each property as per property survey format given in Annexure II and Annexure IV. The format is in two parts: Part (A) will be filled on the basis of information provided by the property owner to complete the self-assessment form and this will be verified by the agency during survey. Part (B) will record other information about the property and will be collected by the surveyor in case of multi-storey buildings and commercial/industrial firms

- Parcel ID
- Respondent Name and its status
- Property Usage like Residential/Non-residential/Mix
- Category in case of Non-residential use of property as given in the Field data sheet format given in Annexure II. If property usage category fall in more than one category separate sheets will be attached with the form mentioning
- Following details to be collected through contact survey for property/holdings to fill self assessment form -
  - ✓ Owner Name, Father/Husband Name of Owner, Property Address, Mobile number of property owner
  - ✓ Property Address must contain locality and road name
  - ✓ In case of non-availability of mobile number
  - ✓ New (Existing) Holding Number, Old Holding Number (If any) Revenue Circle, Ward. No, electric connection consumer ID etc.
  - ✓ Occupancy Status: rented/self occupied/mix
  - ✓ Total area on ground floor and total Built up area in case individual building only
  - ✓ Presence of Rain water harvesting system in Buildings/Apartments
  - ✓ Municipal facilities status like water connection, sewerage connection
  - ✓ Measurement detail plot area, total built up area and Its break up
  - ✓ Other information as mentioned in the format

- Floor wise built up area detail with roof type/house type, usage with floor detail etc.
- Age of Building

**In case of Multi-storey Building (Commercial complex/Apartments) following information shall be also collected**

- ✓ Apartment/Building Name
- ✓ Total No. of Property
- ✓ Lift Facility
- ✓ Total built up area
- ✓ Total number of floors excluding ground floor
- ✓ Total open space area
- ✓ Status of different facility like lift, power backup, parking, firefighting Total no. of residential and non-residential holdings
- ✓ Source of water for the building

**In case of Commercial/industrial following additional information shall be also collected**

- ✓ Firm/Shop/industry Name
- ✓ License Status Yes/No
- ✓ Firm/Shop/industry Owner Name and address.
- ✓ License status and license no.
- ✓ Shop area
- ✓ License validity date
- ✓ Business/industry type

#### **2.4 Compilation of Data as per database structure**

UDHD will provide database structure for Property; the agency will compile the data strictly as per provided database structure. The agency shall also integrate existing holding number as per municipal record for each property except new properties identified during survey. Unique ID shall be structured for each property considering unique ID used for land parcel/buildings.

#### **2.5 Integration of Database with Base Map and its Updation**

The Selected agency shall integrate the final database for each property with the base map database and also update the thematic layers of base map accordingly.

#### **2.6 Digital Photograph of each Property Linked with Base Map**

The selected agency should take digital photograph (between 150 to 200 kb) of each Property and lit should be linked with respective database of the building in base map. The photograph resolution should not be less than 1024 x 768 pixels

#### **2.7 Prepration of Base Map**

During the survey it there is any change in status of administrative boundaries (like ward boundary, tax zone, circle), Parcel, Buildings and other utilities including road, drainage, sewerage, water network, street light, OHT etc. it should be updated in the Base Map. **Calculation of property Tax shall be in the scope of agency who gets awarded the work**

#### **2.8 Workshop and Training**

The agency shall organize workshop and training during the Project period for each town separately in the respective ULBs. The participants of the workshop will be executives and staff of the ULBs and

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UDHD/Principal Agency team. All the workshops during the project period shall be focused on work progress training on survey, mapping, database integration and updation of data.

## **2.9 Handholding**

After successful completion of the assignment the agency shall provide handholding support for **6 months** in the respective towns. The handholding includes regular updation of maps, database, and training to identified ULB executives and staff for Implementation of GIS for the respective towns. New property identified through Self-Assessment System or surveyed/provided by the municipality shall be also updated in GIS environment by the agency. The agency shall use their own logistics (hardware & software) for this purpose.

## **3 Outcome & Deliverables**

Under this contract the Agency's payments will be output and deliverables based.

### **3.1 In Hard Copy**

- 2.3.1 One (1) Set of Check Prints of all the maps in Hard copy with Holding/Property ID, Property usage, revenue circle boundary along with ward boundary and tax zone on 1: 750 scale on A1 paper verified and approved by ULBs staff/official.
- 2.3.2 Two (2) sets of Ward wise Property database (Bounded volumes) with GIS to, owner's name, usage, floor wise details and total taxable area etc. On A4 paper.

### **3.2 Digital photograph of each property attached with base map**

Digital photographs of each property are to be provided 2 copies Pen drives. This should be linked with Property database.

### **3.3 Digital Data**

- 3.3.1 Database of Property attached with Base map data in GIS format (.shp file) and digital photograph of each property as per the clause 2.6 above.
- 3.3.2 Updated Base map in .dwg and Arc GIS (.shp file with database) format with existing Revenue Circle Boundary and Tax Zone Boundary on 1: 1000 scale

### **3.4 Reports**

- 3.4.1 **Stage wise Report and data submission** (Separate for each town)

The selected agency shall submit two (2) sets of Stage wise Report after completion of Stage wise work as award of the contract. This Report must contain following in detail:

- ✓ Executive Summary
- ✓ Introduction
- ✓ Study Area
- ✓ Methodology
- ✓ QA/QC process at each stage
- ✓ Results
- ✓ Detailed work plan for the remaining activities
- ✓ Hurdles and measures taken by the agency to solve the issues

- 3.4.2 **Report on Handholding, Updation and Training**

After successful completion of the main assignment the agency shall provide services for handholding, updation and training for 6 months. At the end of handholding the agency shall submit a detailed report of all the above activities in soft copy as well as in hard copy (3 sets for each quarter)

### 3.5 Workshop/Training

During the complete Project period the agency shall organize Stage wise Workshops for training of Municipal staff. These workshops will focus on Property/ Household data collection, data compilation, mapping, database generation and its integration with Base Map along with progress of work. The first workshop shall be organized at the time of the submission of stagewise data for the respective towns. All the workshop dates shall be finalized as per requirement by the client/the respective ULBs.

## 4 Quality Control

The agency shall follow standard Government of India standards and guidelines for Survey, Mapping and Database generation. Each property shall be measured accurately and the carpet area calculated as per Bihar Municipal Act 2007. The thematic layers attribute data should be attached on the basis of unique ID. The agency will submit the data on fortnightly basis to the respective ULBs and UDHD in hard and soft copy. At least 10% of the data will be taken as sample and checked randomly by UDHD and or by the respective ULBs and if less than 5% of sample data is found to be incorrect, the agency will correct it within 15 days after getting feedback from the UDHD/ ULBs and resubmit. In case of more than 5% of the sample data found to be incorrect, the agency will have to redo the Property survey for the area without any extension of time and resubmit the corrected data for quality check.

## 5 Expertise & inputs

The professional requirements of personnel to be provided by the selected agency for the project are given in the following Table detailing type of expertise, required skills and experience. The criteria are desirable and not restrictive, such as stating an exact degree might preclude other good candidates from the job. The bidder needs to provide the CVs of its proposed team in the prescribed format:

Designation	Requirement	Minimum Qualification
Team Leader	1(in a Group)	Masters in Planning/Geography/Remote sensing/Urban Planning/Geology with an experience of minimum 10 years in the field of GIS/Remote Sensing/ Survey Projects. Project Manager should be available for the entire project period stationed at HQ town.
Property Survey Expert	1(in a municipality)	(Masters in Geography/Statistics/Remote sensing/ Urban Planning/Geology) with an experience of minimum 3 years in the field of GIS and Remote Sensing in which he/she has handled at least two property survey projects for a town within India. He/she shall supervise Property Surveyors and should be available for the entire project period stationed at the respective project place.)
Database Administrator or	1(in a municipality)	BE/BTech (IT/CS) with an experience of minimum 2 years/MCA with an experience of minimum 2 years/BCA with an experience of minimum 4 years in Spatial Database Management using SQL/Oracle. He/she should be for the entire project period stationed at the respective project place.

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GIS Expert	1 (in a municipality)	Degree in Geography / Remote sensing/ Urban Planning/Geology. He/she should be for the entire project period stationed at the respective project place.
Town Coordinator	2 (in each Municipality)	Graduate/Diploma in Civil/Draftsmanship/ITI Shall be stationed in the respective Municipality till completion of the assignment.
Field Surveyor	(Minimum 15, 10 & 5 Surveyors in each Nagar Nigam, Nagar Parishad & Nagar Panchayat respectively)	Graduate/ITI/Diploma in relevant field (Survey, Civil, Architecture, Geographer, Sociology) He / She should be present till the survey period of respective Municipality.

**Note:**

1. All the above personnel should be able to use latest design software project management software for the respective area of work.
2. Proposed personnel must be proficient in both written and spoken English. The field staff should be proficient in Hindi as well
3. All the above key professionals will be stationed in the respective ULBs till completion of the assignment or as required by the department.
4. All the activities like data entry, database generation & its linkage with base map with updation will be done in the respective ULBs in coordination with Principal Agency.

**6 Items Provided by the Client**

**6.1 Satellite data provided by UD&HD in soft copy**

The client will provide High Resolution satellite data.

**6.2 Base Map In soft copy**

Through the previous tenders in this regard, GIS base map preparation and property survey of one ward had been in the scope of work. The same is in the process of compilation. After compilation, the data may be used by the selected agencies.

**7 Schedule**

The Agency is expected to complete the work in 06 months i.e. 26 weeks from the date of receipt of the work. The detailed timeline for different activities is given below (T = from the date of signing of the contract)

S.No	Activities	Activity to be completed by#
1	Preparation of GIS base map, Property Survey (if not done earlier) and database generation and its integration with base map for next 10 wards* of all the towns of the Group with digital photograph of each property compatible to integrate with NUDM Module, with First Interim Progress report and second workshop	T + 8

2	Preparation of GIS base map, Property Survey (if not done earlier) and database generation and its integration with base map for remaining wards* of the towns with digital photograph of each property compatible to integrate with NUDM Module, with third interim Progress report and third workshop	T + 22
3	Final GIS Base Map with updated Property Survey data, compatible to integrate with NUDM Module, Final Report, remaining deliverables and fourth workshop.	T + 26

\*Ward number as discussed will be decided by the respective Municipality.

\*All above Stage wise work shall be submitted to UD&HD for QA/QC after verification from respective ULBs.

@ After completion of all the above activities the agency shall provide its services for handholding for 6 months with Town Coordinators (2) in each municipality.

## 8 Payment to the Agency

I. Under this contract the Agency's payments will be output and deliverables based as per the Following schedule:

### Part 1: Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups

S No	Deliverable/Outputs	Payment Terms (% of Admissible Consultancy Fee)
1	Acceptance of Preparation of GIS base map, Property Survey (if not done earlier) and database generation and its integration with base map for next 10 wards* of all the towns of the Group with digital photograph of each property compatible to integrate with NUDM Module, with First Interim Progress report and second workshop	20%
2	Acceptance of Preparation of GIS base map, Property Survey (if not done earlier) and database generation and its integration with base map for remaining wards* of both the towns with digital photograph of each property compatible to integrate with NUDM Module, with third interim Progress report and third workshop	50%
3	Acceptance of final GIS Base Map with updated Property Survey data, compatible to integrate with NUDM Module, Final Report, remaining deliverables and fourth workshop.	30%

II. The consultancy charges for performance of the services under the contract shall be paid by the client in terms of percentage of the Group wise total project cost (as mentioned in the agreement) excluding cost quoted for hand holding.

III. The client shall pay the Agency, the Service Tax, on prevailing rates as applicable on the consultancy charge

IV. Payments to the agency will be Group wise on the basis of stage wise deliverables and its acceptance

V. Acceptance after verification of data from respective ULBs and data verification from UDHD

VI. In the event of any change in the scope of work, the rates applicable for the preparation of the GIS Base Map on a per sq. km. basis and the rate per household, as specified in **FORM FIN-2: Summary of Costs**, shall apply to any additional or reduced scope of work, as applicable

After completion of all the above activities the agency shall provide its services for handholding for 6 months with Town Coordinators (2 nos.) who has to work with the concerned municipality and payment based on quoted amount for handholding shall be done 50% (handholding cost quoted by the agency) after 3 months of completion of handholding, rest shall be paid on the completion of handholding.

## ANNEXURE I

### GIS Base Map Thematic Layers Details

S. No	Thematic Layer	Attribute Field	Feature Type
1	Area of Interest Boundary (AOI)	Municipality Name	Polygon
2	Municipal Boundary	ID and Municipality Name	Polygon
3	Ward Boundary	Ward ID, Ward No., Ward Area, Population 2011, Slum Area, Slum Population, Total Fire Station, Total Pumping Station, Delineation Date	Polygon
4	Slum Boundary	Slum Code, Ward ID, Slum Area m <sup>2</sup> (Survey), Slum Area in Ha (GIS), Land Ownership, Slum Population 2011 (Survey), Total Households, Slum Surroundings, Slum Physical Location, Drainage Connection Status, Sewerage Connection Status, Slum Flood Status, Approach Road Status, Educational Facilities, Health Facilities, Community Hall, Livelihood Production, Vocational Training, Rehabilitation Centre, Night Shelter, Dwelling Units, Semi Pucca Dwellings, Kachha Dwellings, Dwellings with Electricity, Survey Date	Polygon
5	Tax Zone	Tax Zone ID, Ward ID, Road ID, Road Type, Locality, Delineation Date	Polygon
6	Colony Boundary	Colony ID, Ward ID, Colony Name, Locality, Area (GIS), Delineation Date	Polygon
7	Parcel	Parcel ID, Survey Date, Zone ID, Ward ID, Ward No, Road ID, Road Name, Tax Zone, Address, Land-use Code, Land use Detail, Parcel Area (GIS)	Polygon
8	Building Footprint	Building ID, Parcel ID, Survey Date, Land-use Code, Ward ID, Ward No., Road ID, Road Name	Polygon
9	Water Bodies	Water Body ID, Water Body Name, Delineation Date	Polygon
10	Road	Road ID, Ward Id, Road Name, Road Type, Road Length in m (GIS), Maintaining Agency, Construction Material, Locality, Carriage Way Width in m, ROW Width in m, Footpath Status, Median Status, Date of Survey	Line
11	Carriage Way	Road Id, Road Name, Carriage Way Width in m	Line
12	Right of Way	Road Id, Road Name, Right of Way Width in m	Line

*DJe* *mms*

13	Footpath	Road ID, Road Name, Construction Material, Footpath Width in m	Line
14	Traffic Square (TS)	TS ID, Ward ID, Road ID, Survey Date, Traffic Light Status, Post No; Name	Point
15	Bridge/Flyover	Bridge ID, Ward ID; Road ID, Survey Date, Locality, Bridge Type, Bridge Length in m, Bridge Width in m, Construction Material, Commissioning Year	Line
16	Railway Network	Railway ID, Survey Date	Line
17	Water Supply Network	Water Network ID, Road ID, Date of Survey, Length in m Start Point, End Point, Locality, Type, Pipe Diameter in mm, Construction Material	Line
18	Water-Pumping Station (WPS)	WPS ID, Ward ID, Road ID, Survey Date, Parcel ID, Locality, Capacity, Motor Capacity, Running Hours, Water Network ID, Commissioning Year	Point
19	Over Head Tank (OHT)	OHT ID, Ward ID, Road ID, Survey Date, Parcel ID, OHT Stage, OHT Capacity in litre, Water Network ID, Commissioning Year	Point
20	Valve	Valve ID, Ward ID, Road ID, Locality, Valve Diameter in mm, Survey Date, Up-Stream Water Network ID, Down' Stream Water Network ID, Valve Type, Commissioning Year	Point
21	Drainage Network	Drainage ID, Ward ID, Road ID, Survey Date, Length in m, Line Network Start Point, End Point, Drainage Name	Line
22	Street Light (SL)	SL ID, Ward ID, Road ID, Survey Date, Locality, Pole Type. Point SL Type, Energy Source	Point
23	Garbage Collection Pint (GCP)	GCP ID, Ward ID, Road ID, Survey Date, Locality, Garbage/Waste Type, GCP Status, Approx. number of covering house	Point
24	Park/Garden	Park ID, Ward ID, Road ID, Survey Date, Parcel ID, Locality, Park Type	Point
25	Cell Phone Tower (CPT)	CPT ID, Ward ID, Road ID, Point Tower (CPT) Survey Date, Parcel ID, Locality, CPT Status, Owner Name	Point
26	Hoardings	Hoarding ID, Ward ID, Road ID, Survey Date, Hoarding Point m" Location, Parcel ID, Hoarding Category, Hoarding Size, Owner	Point
27	Fire Station	Fire Station ID, Ward ID, Road ID, Survey Date, Locality, Parcel ID, Water Capacity, Numbers of Vehicle, Telephone Number	Point
28	Other Basic Infrastructure (OBI)	OBI ID, Ward ID, Road ID, Survey Date, Locality, OBI Code, Capacity, Commissioning Year	Point

29	Landmark (LM)	LM ID, Ward ID, Road ID, Survey Date, Locality, LM Type, Point LM Description	Point
30	DGPS	DGPS ID, Ward ID, Latitude, Longitude, Spot Height, DGPS Point Photo ID, Survey Date	Point
31	Permanent Bench Mark	PBM ID	Point
32	Public Tap (PT)	PT ID, Ward ID, Road ID, Survey Date, Locality, PT Type	Point
33	Power Supply Network (PSN)	PSN ID, Road ID, Survey Date, PSN Type Line	Line
34	Electric Pole (EP)	EP ID, Road ID, Survey Date	Point
35	Electric Transformer (ET)	ET ID, Road ID, Survey Date, PSN ID	Point
36	Industrial Zone (IND Z)	IND Z Id, Ward ID, Date of Delineation, Locality, Area	Polygon
37	Cadastral/Town Survey Maps (CD)	CD ID, Sheet No, Khasra No, Locality, Ward No.	Polygon
38	Bus Shelter	ID, Ward No, Locality, Road ID, Description.	Point
39	Sewerage Treatment Plant and Sewerage Pumping Station	ID, Road ID, Type (STP/SPS) Capacity Ward Locality.	Point
40	Drainage Pumping Station	ID, Road ID, Capacity, Ward, Locality, Description	Point
41	Contour	ID , Height	Line
42	Landfill Site	ID, Road ID, Ward No, Locality	Polygon
43	Vent Shaft	ID, Road ID, Size, Ward No, Locality, Description, Status.	Point
44	Manhole	ID, Road ID, Ward No, Locality	Point
45	Community Toilet	ID, Road ID, Ward No, Locality, Description, Status.	Point

## ANNEXURE II

### A. Field Data Sheet Format for Property Survey cum Self-Assessment Form

#### 1. Parcel ID as per Base Map (Phase I work) Land Parcel

Map ID:		Date of Survey:		D D M O N T H Y Y Y Y		
Parcel ID <sup>1</sup> :		GISID:				
Respondent Name:						
Respondent Status (√ mark in the box)		Owner	Tenant	Employee	Other	Remarks
Property Usage (√ mark in the box):		Residential	Non – Residential		Mix	
Occupancy status (√ mark in the box):		Self-Occupied	Rented	Mix		Tick Mark (√) in appropriate box
Category in case of Non-Residential use of Property <sup>2</sup>		Please fill the proper code as mentioned below in Category in case of Non-Residential use of			Category Detail as per Code	
Owner Name (As per record):		Property owner Name must be as per record available with municipality, or in case of new must be verified		Unique ID of Owner		As per SAS record if available
Address: <i>Mention Building Name (if any), house no/flat no., road name, locality/ colony and Pin code of the area</i>						
Ward No.		Circle No.		Revenue Circle		
E-mail ID: <i>If available</i>		Contact No. : (Mobile)				
NEW Holding Number as per		Age of the Buildings (01-> 30 Years; 02-15-30 Years; 03-15-				
Electric Connection No./Consumer ID <i>(as per</i>						
Sewerage Connection (Y/N)		Source of Water (Own-01; Municipal Connection -02; Public Tap-03 (Within 400 yards); Water supply not within 400				
Rain Water Harvesting		Built-up area of Ground floor (In Sq. Feet) – Only in case of individual				
Plot Area (In Sq. Feet)		Total Built up Area (In Sq. Feet)			<i>Mention Total Built up Area in Sq.</i>	
Total Rented Residential Taxable Area		Total Self Occupied Residential Taxable				
Total Rented Non - Residential		Total Self Occupied Non-Residential Taxable				

#### 2. Category in case of Non-Residential use of property

Code	Non-Residential use of property	Code	Non-Residential use of property
01	Hotels, Restaurants, bars, clubs, health club, Cinema Houses, Guest houses, Marriage Halls and	02	Shops, Showroom
03	Commercial offices, financial institutions, insurance and financial services businesses,	04	State Government office and institutions and semi-govt. offices and institutions and excludes
05	Central Government owned properties	06	Industries and workshops
07	Schools, colleges, and other educational institutions, research institutions, all coaching and study	08	Educational and social institutions run by charitable trusts on no-profit no-loss basis for benefit
09	Religious places including facilities for Boarding or Lodging for which some charge	10	Any other holdings not covered under (1) to (9)
All be it nominal is made. Such Religious places shall include all Temples, Mosques,			

#### B. Floor Wise Total Carpet Area or Taxable Area with Usage<sup>3</sup>: (Area must be in Sq. Feet)

Sr. No	Usage Construction Type	Residential						Non-Residential						Any Other						Total Area	
		RCC/RBC		Asbestos Corrugated		Others		RCC/RBC		Asbestos Corrugated		Others		RCC/RBC		Asbestos Corrugated		Others			
		S	T	S	T	S	T	S	T	S	T	S	T	S	T	S	T	S	T	S	T
1	Basement																				
2	Mezzanine																				
3	Ground																				
4	First Floor																				
5	Second Floor																				
6	Third Floor																				
7	Fourth Floor																				
8	Fifth Floor																				
9	Sixth Floor																				
10	Seventh Floor																				
11	Eighth Floor																				
12	Ninth Floor																				
13	Tenth Floor																				
14	..... Floor																				

S- Self Occupied, T- Tenanted (Rented)

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3. For Total Floor Area Calculation –Balcony/Corridor, Kitchen and Store –50% of measured total area; Garage – 25%of total measured area; Bathroom, latrines, portico and Staircase area not part of the total area

**C. Field Data Sheet Format for Property Survey To Collect Other Information**

<b>In case of Multi-storey Building -Commercial Complexes or Residential or Non-Residential Multi- storey Buildings (Please collect below Information also):</b>																																	
Apartment/Building Name:													Total Built up Area (In Sq.Feet)																				
Total No. of Property/Holdings (All Types of)													Total No. of Floors (Excluding Ground)							Total Open Space Area (In Sq.Feet)													
Lift Facility (Yes/No)													Power Backup (Yes/No)							Parking Facility (Yes/No)							Fire Fighting Facility (Yes/No)						
Total No. of Residential Holdings													Total No. of Non – Residential Holdings							Source of Water for Building (Own/Municipal connection/Any Other)													
<b>In case of Commercial/Industrial (Please collect below Information also):</b>																																	
Shop No <sup>^</sup>													Shop/Industry Name <sup>^</sup>																				
Owner Name																																	
Business/Industries Type (As per schedule of Section 342 of Bihar Municipal Act2007) <sup>!</sup>																		Code <sup>!</sup>															
License Status (Yes/No)													License No. (As per document/certificate)																				
Shop Area (In Sq. Feet)													License Validity																				
													D	D	M	O	N	T	H	Y	E	A	R										

Signature of the Surveyor

Signature of Property Owner /Occupant

! If not defined in the list mention **OTHER** and in code mention **400**

<sup>^</sup> In case of more than one shop in a property fill separate form of shop and attach it with same Property

**This is only for information. Format may change before beginning of the assignment**

### ANNEXURE III

Groups

#### ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
1	Patna	Patna Municipal Corporation	107	305308	Group-I (Covering 17 ULBs & tentative Household 489288)
2		Danapur Municipal Council	23	52215	
3		Masaurhi Municipal Council	30	14438	
4		Phulwarisharif Municipal Council	16	13518	
5		Sampatchak Municipal Council	34	12797	
6		Barh Municipal Council	5	14324	
7		Mokama Municipal Council	14	10072	
8		Fatuha Municipal Council	5	9628	
9		Bakhtiyarpur Municipal Council	35	8176	
10		Bihta Municipal Council	25	10500	
11		Khagaul Municipal Council	9	8893	
12		Maner Municipal Council	9	7489	
13		Paliganj Nagar Panchayat	8	6186	
14		Naubatpur Nagar Panchayat	5	5202	
15		Vikram Nagar Panchayat	5	4793	
16		Khusrupur Nagar Panchayat	4	3332	
17		Punpun Nagar Panchayat	8	2417	
18	Nalanda	Biharsharif Municipal Corporation	40	62266	Group-II (Covering 33 ULBs & tentative Household 313774)
19		Rajgir Municipal Council	62	13028	
20		Hilsa Municipal Council	12	10333	
21		Islampur Municipal Council	6	10294	
22		Harnaut Nagar Panchayat	8	5953	
23		Nalanda Nagar Panchayat	8	4946	
24		Silao Nagar Panchayat	9	5007	
25		Ekgarsarai Nagar Panchayat	8	3872	
26		Giriyak Nagar Panchayat	15	2422	
27		Chandi Nagar Panchayat	8	3916	
28		Asthawan Nagar Panchayat	8	2620	
29		Parwalpur Nagar Panchayat	8	3533	
30		Pawapuri Nagar Panchayat	8	2888	
31		Rahui Nagar Panchayat	8	3050	
32		Sarmera Nagar Panchayat	8	3027	
33	Buxer	Buxar Municipal Council	24	29521	
34		Dumraon Municipal Council	36	15370	
35		Chausa Nagar Panchayat	8	2794	

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group	
36		Brahmpur Nagar Panchayat	8	3200		
37		Itarhi Nagar Panchayat	8	3978		
38	<b>Vaishali</b>	Hajipur Municipal Council	34	36038		
39		Lalganj Municipal Council	11	8014		
40		Mahnar Municipal Council	10	7963		
41		Mahua Municipal Council	16	6571		
42		Jandaha Nagar Panchayat	8	3664		
43		Goraul Nagar Panchayat	8	3300		
44		Patepur Nagar Panchayat	8	4750		
45		<b>Jehanabad</b>	Jehanabad Municipal Council	20		23480
46	Makhdumpur Nagar Panchayat		23	5969		
47	Ghosi Nagar Panchayat		23	5500		
48	Kako Nagar Panchayat		8	4199		
49	<b>Arwal</b>	Arwal Municipal Council	12	9922		
50		Kurtha Nagar Panchayat	4	2386		
51	<b>Darbhanga</b>	Darbhanga Municipal Corporation	20	75919		<b>Group-III (Covering 28 ULBs &amp; tentative Household 348915)</b>
52		Benipur Municipal Council	29	16798		
53		Purvi Kusheshwarsthan Nagar Panchat	8	3457		
54		Baheri Nagar Panchayat	8	5464		
55		Hayaghat Nagar Panchayat	8	5514		
56		Ghanshyampur Nagar Panchayat	8	4969		
57		Biraul Nagar Panchayat	8	4573		
58		Bharwara Nagar Panchayat	8	2730		
59		Singhwara Nagar Panchayat	8	3015		
60		Jale Municipal Council	18	9134		
61		Kamtaul Nagar Panchayat	8	3163		
62		<b>Begusarai</b>	Begusarai Municipal Corporation	48	40453	
63	Bihat Municipal Council		25	12501		
64	Barauni Municipal Council		11	8403		
65	Balia Municipal Council		21	11801		
66	Teghra Municipal Council		9	16263		
67	Bakhri Municipal Council		13	11881		
68	<b>Lakhisarai</b>	Lakhisarai Municipal Council	25	13146		
69		Surajgarha Municipal Council	17	6534		
70		Barahiya Municipal Council	26	6251		
71	<b>Samastipur</b>	Samastipur Municipal Corporation	74	23384		
72		Dalsinghsarai Municipal Council	16	8876		

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
73		Rosera Municipal Council	13	11500	
74		Tajpur Municipal Council	11	8495	
75		Shahpur Patori Municipal Council	13	12922	
76		Sarairanjan Nagar Panchayat	8	7094	
77		Singhia Nagar Panchayat	18	5327	
78		Musrigharari Nagar Panchayat	14	9348	
79	<b>Gaya</b>	Gaya Municipal Corporation	50	84436	<b>Group-IV (Covering 41 ULBs &amp; tentative Household 361463)</b>
80		Bodhgaya Municipal Council	52	10798	
81		Sherghati Municipal Council	21	7891	
82		Tekari Municipal Council	18	8262	
83		Wazirganj Nagar Panchayat	8	4890	
84		Fatehpur Nagar Panchayat	8	3415	
85		Dobhi Nagar Panchayat	7	3000	
86		Imamganj Nagar Panchayat	10	4957	
87		Khijarsarai Nagar Panchayat	11	4479	
88	<b>Nawada</b>	Nawada Municipal Council	35	11945	
89		Hisua Municipal Council	21	5239	
90		Warsaliganj Municipal Council	31	6862	
91		Rajauli Nagar Panchayat	8	3655	
92	<b>Sheikhpura</b>	Sheikhpura Municipal Council	29	16215	
93		Barbigha Municipal Council	24	10155	
94		Chewara Nagar Panchayat	14	2475	
95		Shekhupur Sarai Nagar Panchayat	15	5055	
96	<b>Aurangabad</b>	Aurangabad Municipal Council	25	14947	
97		Daudnagar Municipal Council	19	8668	
98		Nabinagar Nagar Panchayat	17	3000	
99		Barun Nagar Panchayat	8	2893	
100		Dev Nagar Panchayat	7	2956	
101		Rafiganj Nagar Panchayat	5	6305	
102		<b>Jamaur Nagar Panchayat</b>	9	500	
103		<b>Madanpur Nagar Panchayat</b>	5	500	
104	<b>Kaimur</b>	Bhabua Municipal Council	6	9637	
105		Mohania Nagar Panchayat	7	6519	
106		Hata Nagar Panchayat	8	4146	
107		Kudra Nagar Panchayat	7	6144	
108		Ramgarh Nagar Panchayat	8	4345	
109	<b>Rohtas</b>	Sasaram Municipal Corporation	152	35254	
110		Dehri-Dalmianagar Municipal Council	18	17702	

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
111		Bikramganj Municipal Council	16	7627	
112		Nokha Municipal Council	24	9030	
113		Koath Nagar Panchayat	6	4182	
114		Chenari Nagar Panchayat	9	4389	
115		Dinara Nagar Panchayat	3	2677	
116		Karakat Nagar Panchayat	8	2600	
117		Rohtas Nagar Panchayat	8	4412	
118		Kochas Nagar Panchayat	7	5180	
119		Nasriganj Nagar Panchayat	4	4121	
120	<b>Bhagalpur</b>	Bhagalpur Municipal Corporation	31	82003	<b>Group-V (Covering 35 ULBs &amp; tentative Household 345419)</b>
121		Sultanganj Municipal Council	12	11961	
122		Naugachia Municipal Council	27	8350	
123		Habibpur Nagar Panchayat	9	3031	
124		Sabaur Nagar Panchayat	8	2794	
125		Pirpanti Nagar Panchayat	8	3886	
126		Akbarnagar Nagar Panchayat	8	3402	
127		Kahalgaon Nagar Panchayat	6	8009	
128	<b>Katihar</b>	Katihar Municipal Corporation	33	32886	
129		Barsoi Nagar Panchayat	8	6210	
130		Kodha Nagar Panchayat	8	2900	
131		Barari Nagar Panchayat	8	2781	
132		Kursela Nagar Panchayat	8	3216	
133		Amdabad Nagar Panchayat	16	4323	
134		Balrampur Nagar Panchayat	9	2452	
135		Manihari Nagar Panchayat	11	4417	
136	<b>Jamui</b>	Jamui Municipal Council	26	14090	
137		Jhajha Municipal Council	10	7570	
138		Sikandra Nagar Panchayat	9	3977	
139	<b>Banka</b>	Banka Municipal Council	21	9848	
140		Katoria Nagar Panchayat	32	5000	
141		Bounsi Nagar Panchayat	8	6920	
142		Amarpur Nagar Panchayat	8	4842	
143	<b>Munger</b>	Munger Municipal Corporation	17	33459	
144		Jamalpur Municipal Council	10	19012	
145		Haveli Kharagpur Municipal Council	13	7354	
146		Asarganj Nagar Panchayat	8	2947	
147		Tarapur Nagar Panchayat	6	5007	
148		Sangrampur Nagar Panchayat	8	3456	
149	<b>Madhepura</b>	Madhepura Municipal Council	14	10279	

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
150		Uda Kishanganj Municipal Council	32	8859	
151		Murliganj Nagar Panchayat	11	4995	
152		Singheshwar Nagar Panchayat	8	4042	
153		Biharijanj Nagar Panchayat	8	3420	
154		Alamnagar Nagar Panchayat	8	7721	
155	<b>Muzaffarpur</b>	Muzaffarpur Municipal Corporation	31	55532	<b>Group-VI (Covering 35 ULBs &amp; tentative Household 365090)</b>
156		Kanti Municipal Council	23	9327	
157		Motipur Municipal Council	22	6578	
158		Sahebganj Municipal Council	21	7718	
159		Muraul Nagar Panchayat	8	3885	
160		Saraiya Nagar Panchayat	8	5035	
161		Baruraj Nagar Panchayat	8	3945	
162		Minapur Nagar Panchayat	8	2900	
163		Turki - Kudhani Nagar Panchayat	8	3750	
164		Sakra Nagar Panchayat	8	2680	
165		Madhopur Susta Nagar Panchayat	8	3000	
166	<b>East Champaran</b>	Motihari Municipal Corporation	94	39180	
167		Raxaul Municipal Council	6	9982	
168		Chakia Municipal Council	14	7643	
169		Dhaka Municipal Council	15	7616	
170		Areraj Nagar Panchayat	14	7056	
171		Kesariya Nagar Panchayat	3	3644	
172		Mehsi Nagar Panchayat	7	5608	
173		Pakridayal Nagar Panchayat	8	7737	
174		Sugauli Nagar Panchayat	19	7273	
175		<b>Madhuban Nagar Panchayat</b>	6	3090	
176	<b>West Champaran</b>	Bettiah Municipal Corporation	72	36492	
177		Bagaha Municipal Council	47	10202	
178		Narkatiaganj Municipal Council	11	9405	
179		Ramnagar Municipal Council	19	12117	
180		Chanpatia Nagar Panchayat	8	6550	
181		Lauria Nagar Panchayat	12	5810	
182		Machargawan Nagar Panchayat	11	4425	
183	<b>Madhubani</b>	Madhubani Municipal Corporation	35	29317	
184		Ghoghardiha Nagar Panchayat	9	4593	
185		Jainagar Nagar Panchayat	5	4000	
186		Jhanjharpur Municipal Council	12	14348	

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
187		Phulparas Nagar Panchayat	25	4569	<b>Group-VII (Covering 39 ULBs &amp; tentative Household 380556)</b>
188		Benipatti Nagar Panchayat	8	10269	
189	<b>Sheohar</b>	Sheohar Municipal Council	21	9814	
190	<b>Purnea</b>	Purnia Municipal Corporation	93	44327	
191		Banmankhi Municipal Council	21	11715	
192		Kasba Municipal Council	30	6533	
193		Champanagar Nagar Panchayat	8	5408	
194		Baisi Nagar Panchayat	8	3978	
195		Amour Nagar Panchayat	8	4794	
196		Janakinagar Nagar Panchayat	8	5349	
197		Dhamdaha Nagar Panchayat	8	5910	
198		Mirganj Nagar Panchayat	8	4646	
199		Bhawanipur Nagar Panchayat	8	5100	
200		Rupauli Nagar Panchayat	8	5500	
201	<b>Araria</b>	Araria Municipal Council	28	15601	
202		Forbesganj Municipal Council	5	8414	
203		Jogbani Municipal Council	20	7928	
204		Raniganj Nagar Panchayat	8	4725	
205		Jokihat Nagar Panchayat	7	4542	
206		Narpatganj Nagar Panchayat	8	6905	
207	<b>Saharsa</b>	Saharsa Municipal Corporation	76	55378	
208		Simri Bakhtiyarpur Municipal Council	29	16395	
209		Saur Bazar Nagar Panchayat	16	2748	
210		Bangaon Nagar Panchayat	5	5579	
211		Nauhatta Nagar Panchayat	19	3861	
212		Sonbarsa Nagar Panchayat	8	4190	
213	<b>Kishanganj</b>	Kishanganj Municipal Council	25	15621	
214		Bahadurganj Nagar Panchayat	29	8415	
215		Pauakhali Nagar Panchayat	8	3535	
216		Thakurganj Nagar Panchayat	10	3400	
217	<b>Supaul</b>	Supaul Municipal Council	21	15580	
218		Triveniganj Municipal Council	46	11562	
219		Birpur Nagar Panchayat	9	3021	
220		Pipra Nagar Panchayat	8	6271	
221		Simrahi Raghapur Nagar Panchayat	8	1551	
222		Nirmali Nagar Panchayat	5	4895	
223	<b>Khagaria</b>	Khagaria Municipal Council	19	18118	
224		Gogri Jamalpur Municipal Council	27	24605	

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
225		Alauli Nagar Panchayat	8	3597	
226		Parbatta Nagar Panchayat	7	8512	
227		Mansi Nagar Panchayat	9	5837	
228		Beldour Nagar Panchayat	8	6510	
229	<b>Saran</b>	Chhapra Municipal Corporation	14	41700	<b>Group-VIII (Covering 36 ULBs &amp; tentative Household 346623)</b>
230		<b>Sonpur Municipal Council</b>	8	6510	
231		Dighwara Nagar Panchayat	13	6169	
232		Ekma Bazar Nagar Panchayat	7	6911	
233		Marhaura Nagar Panchayat	13	6465	
234		Parsabazar Nagar Panchayat	7	4543	
235		Mashrakh Nagar Panchayat	8	4477	
236		Manjhi Nagar Panchayat	14	4000	
237		Kopa Nagar Panchayat	19	2205	
238		Revelganj Nagar Panchayat	12	5860	
239	<b>Siwan</b>	Siwan Municipal Council	44	38010	
240		Maharajganj Nagar Panchayat	9	4668	
241		Basantpur Nagar Panchayat	8	3127	
242		Guthani Nagar Panchayat	8	5054	
243		Andar Nagar Panchayat	8	3302	
244		Gopalpur Nagar Panchayat	8	2375	
245		Hasanpur Nagar Panchayat	8	4264	
246		Barharia Nagar Panchayat	8	5853	
247		Mairwa Nagar Panchayat	7	5449	
248	<b>Bhojpur</b>	Ara Municipal Corporation	31	47168	
249		Piro Municipal Council	16	6278	
250		Bihiya Nagar Panchayat	4	4153	
251		Garhani Nagar Panchayat	10	4927	
252		Jagdishpur Nagar Panchayat	35	6900	
253		Koilwar Nagar Panchayat	6	3032	
254		Shahpur Nagar Panchayat	11	3612	
255		<b>Gopalganj</b>	Gopalganj Municipal Council	11	
256	Barauli Municipal Council		22	7373	
257	Mirganj Municipal Council		13	9451	
258	Hathua Nagar Panchayat		9	7265	
259	Kateya Nagar Panchayat		12	4350	
260	<b>Sitamarhi</b>	Sitamarhi Municipal Corporation	72	31434	
261		Bairgania Municipal Council	14	11063	
262		Janakpur Road Municipal Council	19	10453	
263		Belsand Nagar Panchayat	10	5175	

**ULB Groups for Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey**

Sr No.	District	Name of ULBs	Area in Sq Kms (Approx)	No. of Tentative Household	Name of Group
264		Sursand Nagar Panchayat	8	7711	

**ANNEXURE IV**

**GIS Base Map and Property Survey कार्य हेतु होल्लिडिंग संख्या के नामांकरण के संबंध में दिशा-निर्देश**

GIS Base Map and Property Survey कार्य के लिए सम्बंधित एजेंसी को विभाग द्वारा निर्गत RFP एवं SOP के अनुसार डोर-टू-डोर सर्वे करके भवन/परिसर का नामकरण कर नंबर प्लेट लगाने का कार्य किया जाना है जो कि बिहार नगरपालिका अधिनियम, 2007 की धारा 296 के अनुसार किया जाएगा।

**1. नगरपालिका के सभी आवास/ परती भूमि (Vacant Land) नामकरण के लिए -**

- (i) जिला का पहला तीन अक्षर, (परिशिष्ट-1 में संलग्न है)
- (ii) नगरपालिका का पहला तीन अक्षर (परिशिष्ट-2 में संलग्न है)
- (iii) प्रथम दो अक्षर उस क्षेत्र (Zone) को इंगित करेगा जिसमे नगर विभाजित हो,
- (iv) अगला तीन अंक उस क्षेत्र के प्रत्येक प्रक्षेत्र (Sector)को इंगित करता हो (001-999),
- (v) अगला चार अंक भवन/परिसर की संख्या होगी (0001-9999),
- (vi) अगला एक अंक यह इंगित करेगा कि वह भवन/परिसर विभाजित (Divided) है (Code- 2 से 9) अथवा एक से अधिक भवनों/परिसरों को एकीकृत (Unified / Merge) किया गया है (Code-1)।

उदाहरणस्वरूप पटना जिले के फुलवारीशरीफ नगरपरिषद के CZ (सेंट्रल जोन) के प्रक्षेत्र (Sector) 001के भवन/परिसर संख्या का नामकरण PAT-PHU-CZ -001-0001 होगा जोकि होल्लिडिंग प्लेट पर अंकित होगा। यदि भवन/परिसर विभाजित (Divided) है तो भवन/परिसर संख्या का नामकरण PAT-PHU-CZ -001-0001-2 होगा।

**2. Zone निर्धारण के क्रम में CZ (सेंट्रल जोन) का क्षेत्रफल नगरपालिका के कुल क्षेत्रफल का 20 प्रतिशत रखा जाये या नगरपालिका के आकार, क्षेत्रफल तथा आवश्यकता के अनुसार CZ (सेंट्रल जोन) का क्षेत्र**

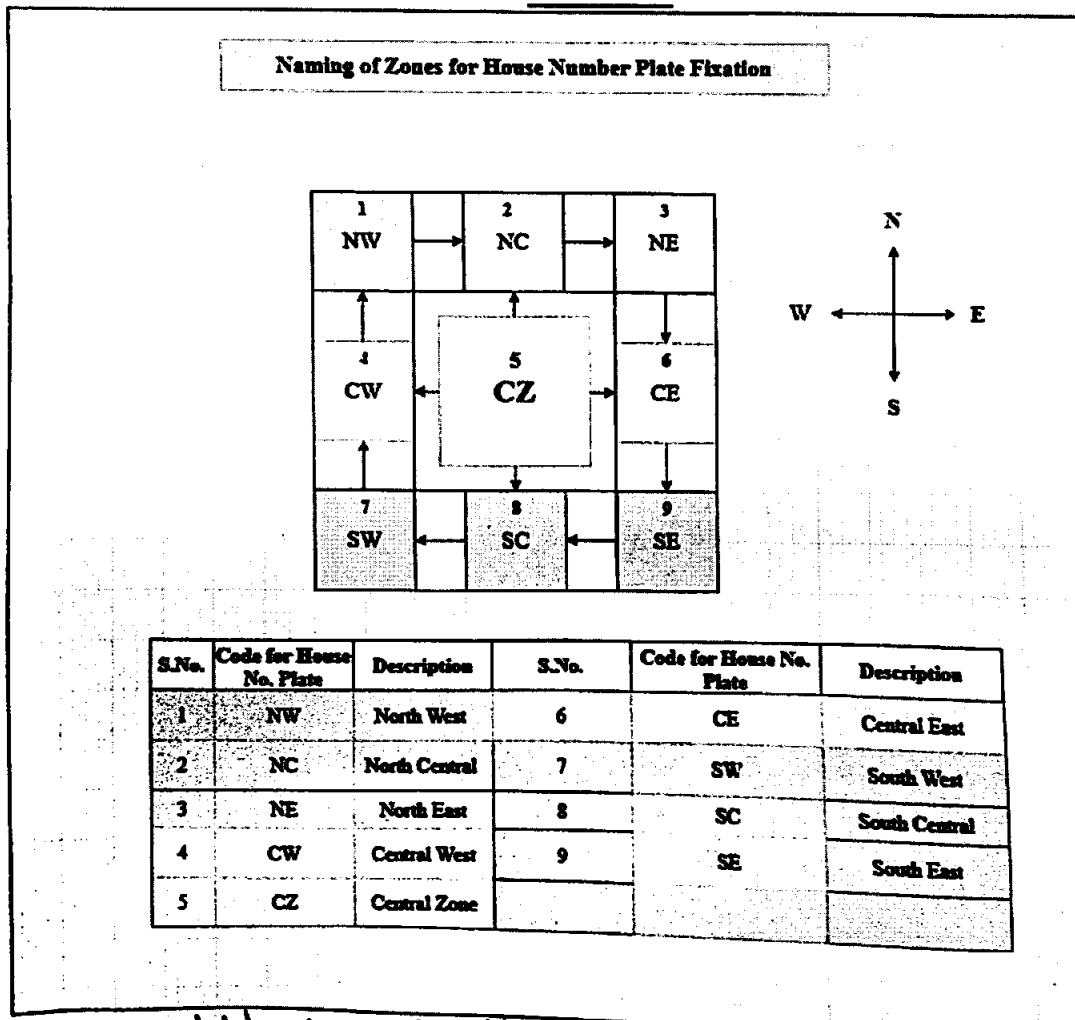
घटाया या बढ़ाया जा सकता है (Zone के वर्गीकरण आरेख-1 में प्रदर्शित है) | Zone का निर्धारण सड़क/नदी/नहर/रेलवे ट्रैक या अन्य कोई रैखिक विशेषताओ (Linear Features) के आधार पर किया जाये।

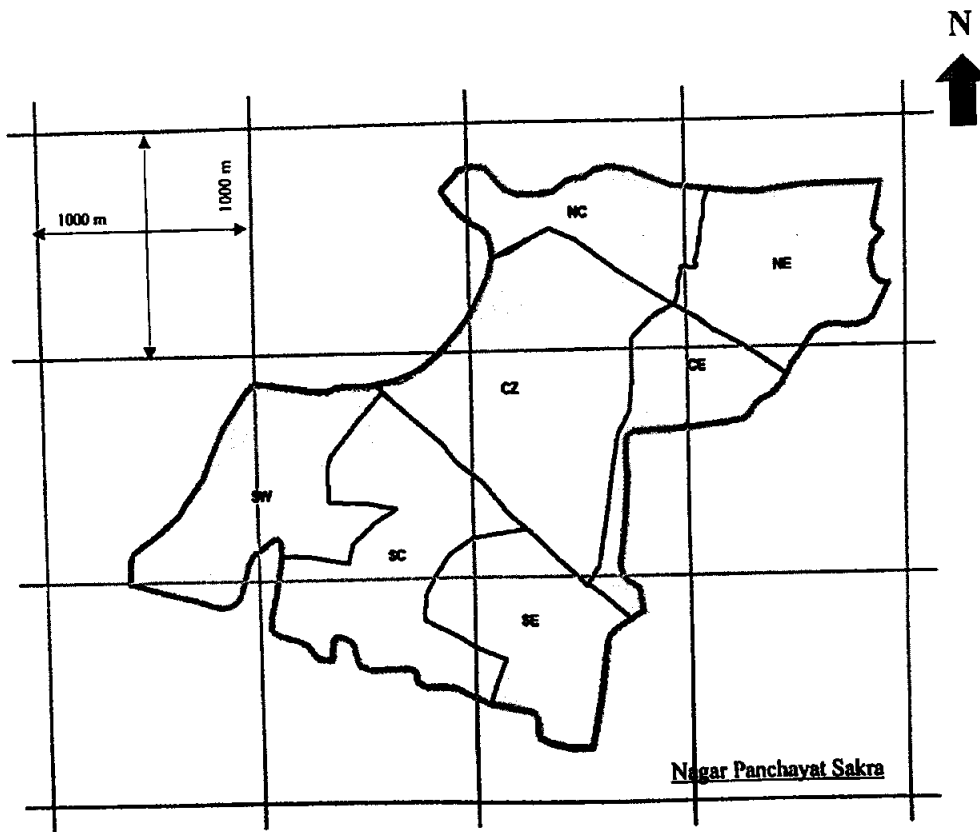
3. प्रक्षेत्र (Sector) का वर्गीकरण उप मुख्य सड़क/ संपर्क सड़क/स्थानीय सड़क/पैदल पगडण्डी के आधार पर किया जाये।

4. सड़को का नामकरण तथा संख्याकन बिहार नगरपालिका अधिनियम, 2007 की धारा 295 के अनुसार किया जाये।

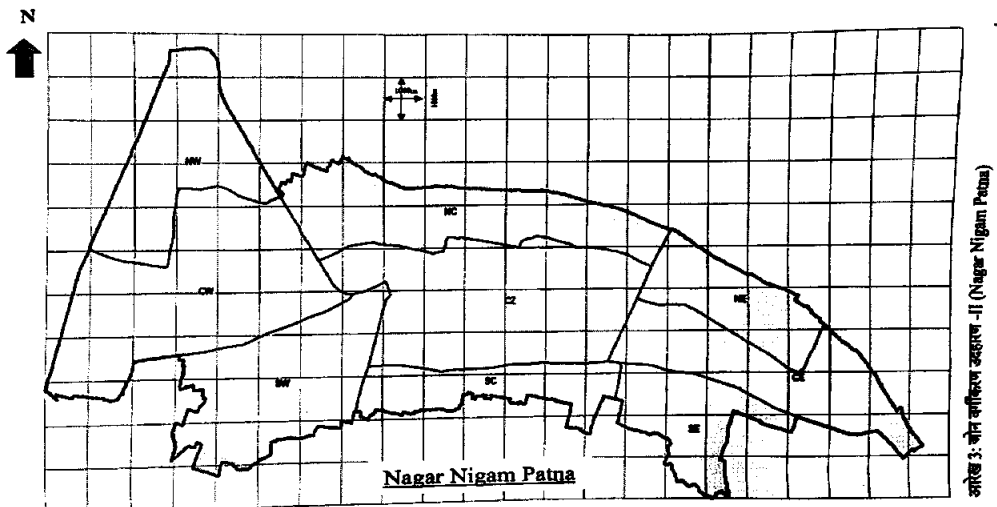
5. Permanent Bench Mark को स्थापित करने के क्रम में जिला एवं नगरपालिका कोड हेतु इस पत्र के साथ संलग्न परिशिष्ट-1 तथा परिशिष्ट-2 का उपयोग किया जाये। इस सम्बन्ध में विभागीय पत्रांक - 09/ न०वि० GIS (पत्राचार) - 14/2025 - 3348 न०वि० एवं आ०वि० दिनांक 19-03-2025 द्वारा दिये गए निर्देश को इस हद तक संशोधित समझा जाये, शेष यथावत है।

### आरेख - 1

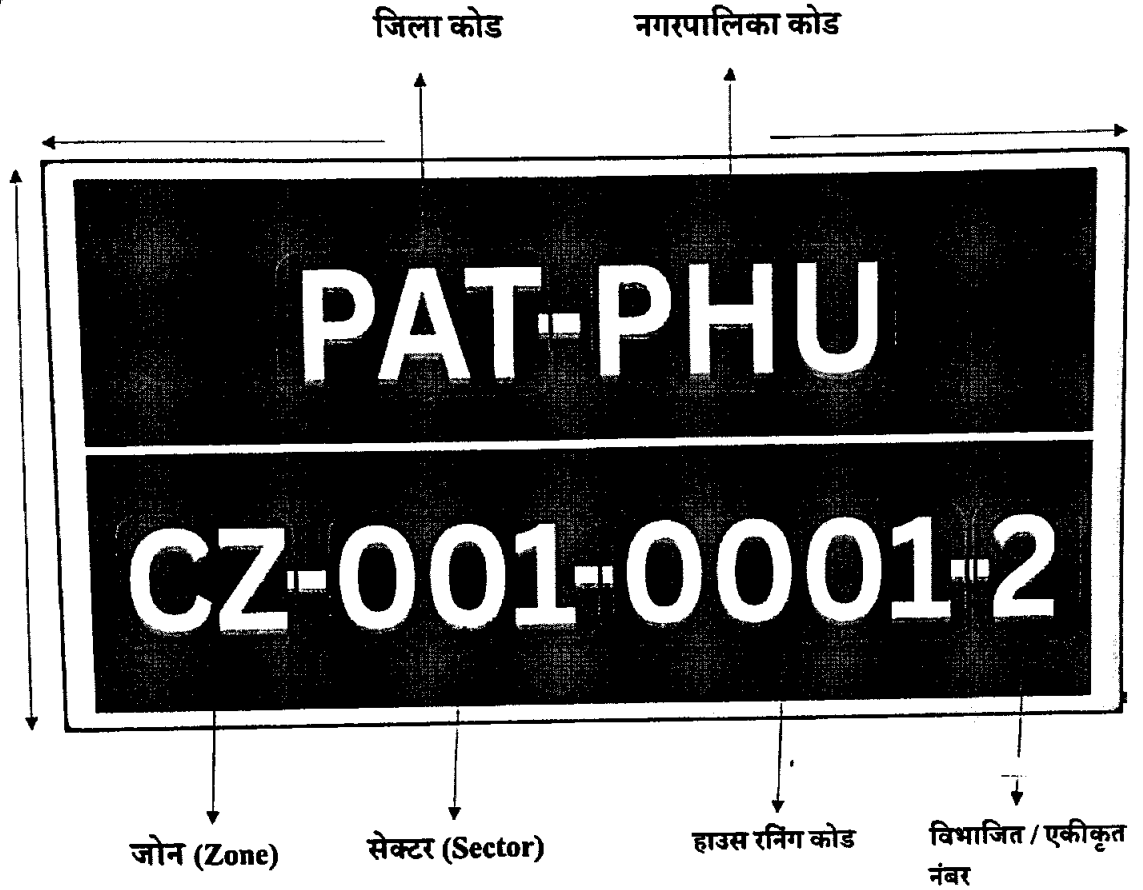




आरेख 2: जोन वर्गीकरण उदाहरण -I (Nagar Panchayat Sakra)

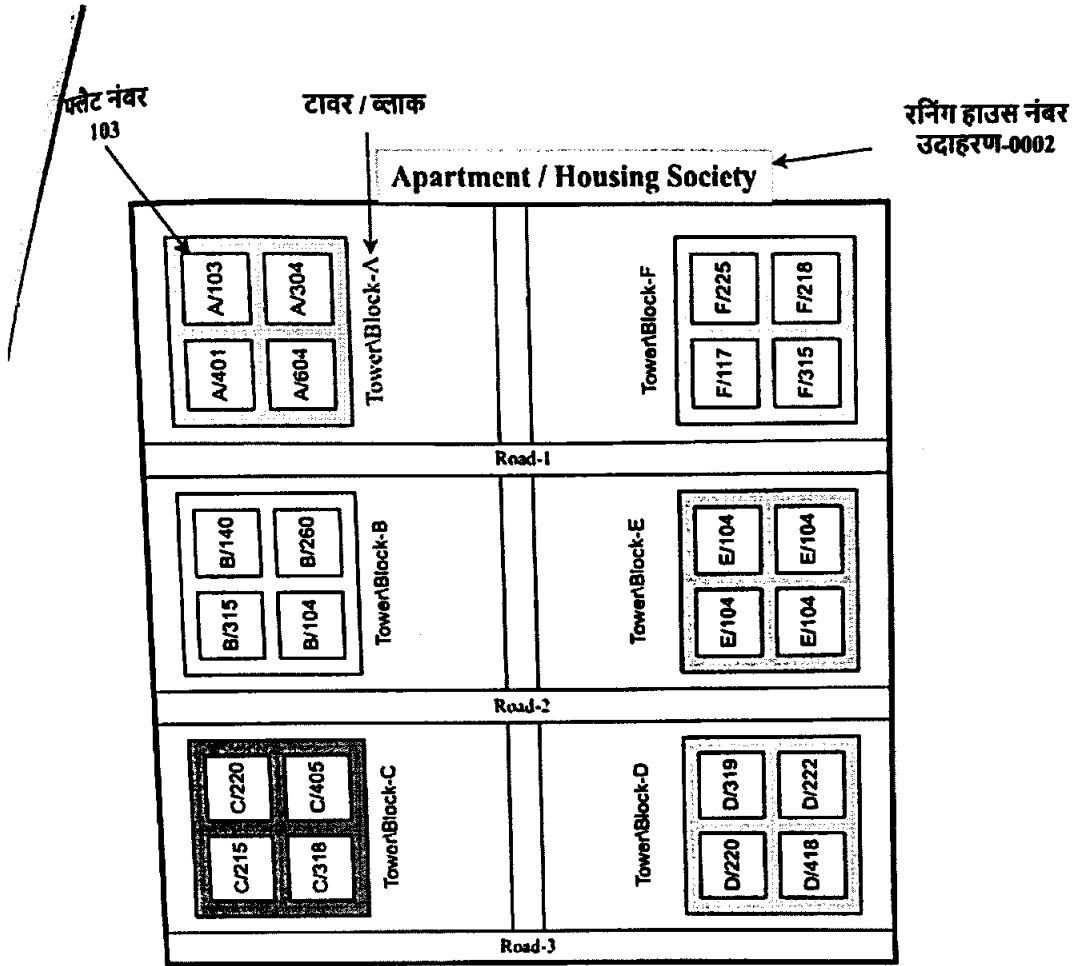


आरेख 3: जोन वर्गीकरण उदाहरण -II (Nagar Nigam Patna)

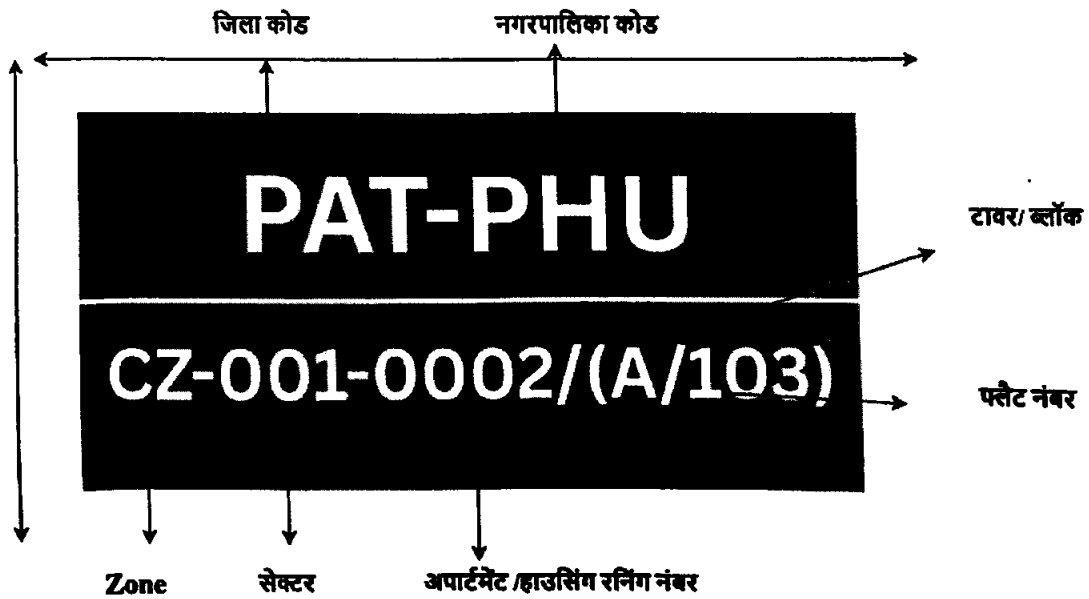


आरेख 4 : भवन/परिसर का नामकरण उदहारणस्वरुप नमूना

अपार्टमेंट/ हाउसिंग सोसाइटी की स्थिति में - अपार्टमेंट/ हाउसिंग सोसाइटी की स्थिति में केवल हाउसिंग रनिंग नंबर में बदलाव किया जाएगा बदलाव का स्वरुप नीचे दिए गए आरेख-5 से समझा जा सकता है।



आरेख 5 : अपार्टमेंट/ हाउसिंग सोसाइटी की स्थिति ब्लॉकवार / फ्लैटवार का उदाहरण।



आरेख 6 : अपार्टमेंट/ हाउसिंग सोसाइटी की स्थिति में फ्लैट्स (Flats) नामकरण उदाहरणस्वरूप नमूना।

<b>परिशिष्ट -1</b>		
<b>Sl. No.</b>	<b>District</b>	<b>District Code</b>
1	Araria	ARA
2	Arwal	ARW
3	Aurangabad	AUR
4	Banka	BAN
5	Begusarai	BEG
6	Bhagalpur	BHA
7	Bhojpur	BHO
8	Buxar	BUX
9	Darbhanga	DAR
10	East Champaran	EAS
11	Gaya	GAY
12	Gopalganj	GOP
13	Jamui	JAM
14	Jehanabad	JEH
15	Kaimur	KAI
16	Katihar	KAT
17	Khagaria	KHA
18	Kishanganj	KIS
19	Lakhisarai	LAK
20	Madhepura	MAD
21	Madhubani	MDU
22	Munger	MUN
23	Muzaffarpur	MUZ
24	Nalanda	NAL
25	Nawada	NAW
26	Patna	PAT
27	Purnia	PUR
28	Rohtas	ROH
29	Saharsa	SAH
30	Samastipur	SAM
31	Saran	SAR
32	Sheikhpura	SHE
33	Sheohar	SEO
34	Sitamarhi	SIT
35	Siwan	SIW
36	Supaul	SUP
37	Vaishali	VAI
38	West Champaran	WES

परिशिष्ट -2

Sl. No.	ULB	ULB Code
1	Aandar	AAN
2	Akbarnagar	AKB
3	Alamnagar	ALA
4	Alauli	ALA
5	Amarpur	AMA
6	Amaur	AMA
7	Amdabad	AMD
8	Araria	ARA
9	Areraj	ARE
10	Arrah	ARR
11	Arwal	ARW
12	Asarganj	ASA
13	Asthawan	AST
14	Aurangabad	AUR
15	Bagaha	BAG
16	Bahadurganj	BAH
17	Baheri	BAH
18	Bairgania	BAI
19	Bakhri	BAK
20	Bakhtiyarpur	BAK
21	Balia	BAL
22	Balrampur	BAL
23	Bangaun	BAN
24	Banka	BAN
25	Banmankhi	BAN
26	Barahiya	BAR
27	Barari	BAR
28	Barauli	BAR
29	Barauni	BAR
30	Barbigha	BAR
31	Barh	BAR
32	Barhriya	BAR
33	Barsoi	BRS
34	Barun	BAR
35	Baruraj	BAR
36	Basantpur	BAS
37	Baunsi	BAU
38	Baysi	BAY
39	Begusarai	BEG
40	Beldaur	BEL
41	Belsand	BEL
42	Benipatti	BEN
43	Benipur	BEN
44	Bettiah	BET
45	Bhabhua	BHA
46	Bhagalpur	BHA
47	Bharwara	BHA
48	Bhawanipur	BHA

Sl. No.	ULB	ULB Code
49	Bihar Sharif	BIH
50	Biharganj	BIH
51	Bihat	BIH
52	Bihea	BIH
53	Bihta	BIH
54	Bikram	BIK
55	Bikramganj	BIK
56	Biraul	BIR
57	Birpur	BIR
58	Bodhgaya	BOD
59	Brahampur	BRA
60	Buxar	BUX
61	Chakia	CHA
62	Champanagar	CHA
63	Chandi	CHA
64	Chanpatia	CHA
65	Chausa	CHA
66	Chenari	CHE
67	Chewra	CHE
68	Chhapra	CHH
69	Dalsingh Sarai	DAL
70	Danapur	DAN
71	Darbhanga	DAR
72	Daudnagar	DAU
73	Dehri	DEH
74	Deo	DEO
75	Dhaka	DHA
76	Dhamdaha	DHA
77	Dighwara	DIG
78	Dinara	DIN
79	Dobhi	DOB
80	Dumraon	DUM
81	Ekangarsarai	EKA
82	EkmaBazar	EKM
83	Fatehpur	FAT
84	Fatuha	FAT
85	Forbesganj	FOR
86	Garhni	GAR
87	Gaya	GAY
88	Ghanshyampur	GHA
89	Ghoghardiha	GHO
90	Ghosi	GHO
91	Giriak	GIR
92	Gogri Jamalpur	GOG
93	Gopalganj	GOP
94	Gopalpur	GOP
95	Goraul	GOR
96	Guthni	GUT

**Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".**

Sl. No.	ULB	ULB Code
97	Habibpur	HAB
98	Hajipur	HAI
99	Harnaut	HAR
100	Hasanpura	HAS
101	Hata	HAT
102	Hathua	HAT
103	Haveli Kharagpur	HAV
104	Hayaghat	HAY
105	Hilsa	HIL
106	Hisua	HIS
107	Imamganj	IMA
108	Islampur	ISL
109	Itarhi	ITA
110	Jale	JAL
111	Jagdishpur	JAG
112	Jamalpur	JAM
113	Jamui	JAM
114	Janakpur Road	JAN
115	Jandaha	JAN
116	Jankinagar	JAN
117	Jaynagar	JAY
118	Jehanabad	JEH
119	Jhajha	JHA
120	Jhanjharpur	JHA
121	Jogbani	JOG
122	Jokihat	JOK
123	Kahalgau	KAH
124	Kako	KAK
125	Kamtaul Ahiyari	KAM
126	Kanti	KAN
127	Karakat	KAR
128	Kasba	KAS
129	Kateya	KAT
130	Katihar	KAT
131	Katoria	KAT
132	Kesariya	KES
133	Khagaria	KHA
134	Khagaul	KHA
135	Khijrasaray	KHI
136	Khusrupur	KHU
137	Kishanganj	KIS
138	Koath	KOA
139	Kochas	KOC
140	Kodha	KOD
141	Koilwar	KOI
142	Kopa	KOP
143	Kudra	KUD
144	Kursela	KUR
145	Kurtha	KUR

Sl. No.	ULB	ULB Code
146	Kusheshwarsthan Purvi	KUS
147	Lakhisarai	LAK
148	Lalganj	LAL
149	Lauriya	LAU
150	Machargawan	MAC
151	Madhaura	MAD
152	Madhepura	MAD
153	Madhopur Susta	MAD
154	Madhubani	MAD
155	Maharajganj	MAH
156	Mahnar	MAH
157	Mahua	MHU
158	Mairwa	MAI
159	Makhdumpur	MAK
160	Maner	MAN
161	Manihari	MAN
162	Manjhi	MAN
163	Mansi	MAN
164	Masaurhi	MAS
165	Masrakh	MAS
166	Mehsi	MEH
167	Minapur	MIN
168	Mirganj	MIR
169	Mirganj	MIR
170	Mohania	MOH
171	Mokama	MOK
172	Motihari	MOT
173	Motipur	MOT
174	Munger	MUN
175	Muraul	MUR
176	Murliganj	MUR
177	Musarigharari	MUS
178	Muzaffarpur	MUZ
179	Nabinagar	NAB
180	Nalanda	NAL
181	Narkatiaganj	NAR
182	Narpatganj	NAR
183	Nasriganj	NAS
184	Naubatpur	NAU
185	Naugachia	NAU
186	Nauhata	NAU
187	Nawada	NAW
188	Nirmali	NIR
189	Nokha	NOK
190	Pakridayal	PAK
191	Paliganj	PAL
192	Parbatta	PAR
193	ParsaBazar	PAR
194	Parwalpur	PAR

Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".

Sl. No.	ULB	ULB Code
195	Patepur	PAT
196	Patna	PAT
197	Paukakhali	PAU
198	Pawapuri	PAW
199	Phulparas	PHU
200	PhulwariSharif	PHU
201	Pipra	PIP
202	Piro	PIR
203	Pirpainti	PIR
204	Punpun	PUN
205	Purnea	PUR
206	Rafiganj	RAF
207	Rahui	RAH
208	Rajauli	RAJ
209	Rajgir	RAJ
210	Ramgarh	RAM
211	Ramnagar	RAM
212	Raninagar	RAN
213	Raxaul	RAX
214	Revelganj	REV
215	Rohtas	ROH
216	Rosera	ROS
217	Rupauli	RUP
218	Sabaur	SAB
219	Saharsa	SAH
220	Sahebganj	SAH
221	Sakra	SAK
222	Samastipur	SAM
223	Sampatchak	SAM
224	Sangrampur	SAN
225	Saraia	SAR
226	Sarairanjan	SAR
227	Sarmera	SAR
228	Sasaram	SAS
229	Saurabazar	SAU
230	Shahpur	SHA
231	Shahpur Patori	SHA
232	Sheikhopursarai	SHK
233	Sheikhpura	SHE
234	Sheohar	SHE
235	Sherghati	SHE
236	Sikandra	SIK
237	Silao	SIL
238	Simrahi	SIM
239	Simri Bakhtiyarpur	SIM
240	Singhiya	SIN
241	Sinheshwar	SIN
242	Sinhwara	SIN
243	Sitamarhi	SIT

Sl. No.	ULB	ULB Code
244	Siwan	SIW
245	Sonepur	SON
246	Sonvarsha	SON
247	Sugauli	SUG
248	Sultanganj	SUL
249	Supaul	SUP
250	Sursand	SUR
251	Suryagarha	SUR
252	Tajpur	TAJ
253	Tarapur	TAR
254	Teghra	TEG
255	Tekari	TEK
256	Thakurganj	THA
257	Triveniganj	TRI
258	TurkiKudni	TUR
259	Udaikishunganj	UDA
260	Warisaliganj	WAR
261	Wazirganj	WAZ
262	Madhuban	MAD
263	Jamaur	JAM
264	Madanpur	MAD

## ANNEXURE- V

### Appendix A

#### Details of Thematic Layers of GIS Basemap

Database Structure for proposed Thematic Layers is given below.

#### AOI (Area of Interest)

##### Thematic Layer - AOI

##### Vector Representation: - Polygon

Field Name	Structure	Size	Description
TY_CODE	String	4	Chapra – 0000; Siwan – 0000; Dighwara – 0000; Revealganj – 0000; (As per list provided by UD&HD)
TN_NAME	String	25	City/Town Name
DIS_NAME	String	25	District name
AOI_AREA	Number	4,2	In Sq Km as per GIS based calculation
MUN_AREA	Number	4,2	Municipal Boundary area in Sq Km as per GIS based calculation
TIME_ST		Date	Date of final delineation

#### MUNICIPAL BOUNDARY

##### Thematic Layer – Municipal Boundary

##### Vector Representation: - Polygon

Field Name	Structure	Size	Description
ID	String	3	As M01 for Each Municipal Boundary
ULB_NAME	String	255	ULB Name
TIME_ST	Date		Date of final delineation

#### WARD Boundary

## Thematic Layer – Ward

### Vector Representation: - Polygon

Field Name	Structure	Size	Description
WRD_ID	String	4	As W001 for ward 1
WRD_NO	String	3	Ward number
WRD_NAME	String	60	Ward Name
WRD_AREA	Number	4,2	In Sq Km as per GIS based calculation
POP	Number	7,0	Ward population as per latest census
SLM_AREA	Number	4,2	Total Slum area within the ward in Hectare as per GIS based calculation
TSLM_POP	Number	5,0	Total Slum Population in the ward
WRD_TFS	Number	2,0	Total Fire Station in the ward
WRD_TPS	Number	2,0	Total Pumping station in the ward
WRD_TPT	Number	2,0	Total public taps in the ward
TIME_ST	Date		Date of final delineation

## SLUM BOUNDARY

### Thematic Layer – SBdry

### Vector Representation: - Polygon

Field Name	Structure	Size	Description
SLUM_ID	String	7	It should start with "SM" followed by 5 digits in incremental order.
SLM_CODE			

Field Name	Structure	Size	Description
WRD_ID	String	4	As per Ward table
SLM_A_MT	Number	8,2	Slum Area in sq meter as per survey
SLM_A_HA	Number	3, 2	Slum area in Ha as calculated using GIS
LND_STA	String	2	Status or Ownership of the land where slum located code as - Local Body -01, State Government - 02, Railways - 03, Defence - 04, Airport - 05, Government of India other than Railways, Defence or Airport – 06; Private – 07, Others –49, Not known – 99
POP_01	Number	7,0	Slum population as per 2001 census
POP_11	Number	7,0	Slum Population as per 2011 census
POP_LAT	Number	7,0	Slum Population as per latest census
SLM_HH	Number	5,0	Total Number of House Holds in the Slum
SLM_SUR	String	2	Slum Surrounding Code as - Residential - 01, Industrial - 02, Commercial – 03, Institutional –04, Other – 49
SLM_LOC	String	2	Slum physical location Code as - long Nallah (Major Storm water Drain) – 01, Along Other Drains - 02, Along Railway Line -03, Along Major Transport Alignment – 04, Along River / Water Body Bank – 05, On River/Water Body Bed – 06, Others (Hazardous or Objectionable) – 07, Others (Non-Hazardous/Non-objectionable) – 08
SLM_STAT	String	255	Slum Status as "Notified" Or "Non

Field Name	Structure	Size	Description
			Notified"
DRG_CON	String	2	Slum Drainage Connection Status as - Fully connected 01, Partially connected 02, Not connected 03
SE_CON	String	2	Slum Sewerage Connection Status as - Fully connected 01, Partially connected 02, Not connected 03
FLD_STAT	String	2	Slum Flood Status due to raining as - Not prone - 01, Upto 15 days – 02, 15-30 Days – 03, More than a Month - 04
APP_RD_S	String	2	Approach Road Status code as : Motorable Pucca -01, Motorable Kachha -02, Non-Motorable Pucca -03, Non-Motorable Kaccha-04
SL_STAT	String	255	Street Light Status in the Slum as – “Yes” Or “No”
EDU_STAT	String	255	Educational Facilities Status code for the Slum as: Within the slum area - 01, Outside the slum area: with distance Less than 0.5 km - 02, 0.5 to 1.0 km.- 03, 1.0 km to 2.0 km. - 04, 2.0 km to 5.0 km. -05, more than 5.0 km-06
HLT_STAT	String	255	Health Facilities Status code as: Within the slum area - 01, Outside the slum area: with distance Less than 0.5 km - 02, 0.5 to

Field Name	Structure	Size	Description
			1.0 km.- 03, 1.0 km to 2.0 km. - 04, 2.0 km to 5.0 km. -05, more than 5.0 km-06
COM_HALL	Number	2,0	Total number of Community Hall within the Slum
PRD_CENT	Number	2,0	Total Number of Lively hood production in the Slum
TRG_CEN	Number	2,0	Total number of Vocational training/Training-cum-production Centre
RH_CENT	Number	2,0	Total number of Rehabilitation Centre in the Slum
NGT_SHLT	Number	2,0	Total number of Night Shelter Status in the Slum
TOTAL_DU	Number	7,0	Total number of Dwelling Units within the Slum
PUCA_DU	Number	7,0	Total number of Pucca Dwelling Units within the Slum
SMI_P_DU	Number	7,0	Total number of Semi Pucca Dwelling Units within the Slum
KCHA_DU	Number	7,0	Total number of Kachha Dwelling Units within the Slum
DU_ELEC	Number	7,0	Total number of Dwelling Units with Electricity within the Slum
TIME_ST	Date		Survey Date

## TAXZONE

### Thematic Layer – Tax Zone

### Vector Representation: - Polygon

Field Name	Structure	Size	Description
TZON_ID	String	4	Tax Zone ID like - TZ01 for tax zone category 1
WRD_ID	String	4	As per ward table
RD_ID	String	25	
RD_TYPE	String	25	Like "Principal" OR "Main" OR "Others"
LOCALITY	String	255	Colony, Road name
TIME_ST	Date		Date of final delineation

### COLONY

#### Thematic Layer – Colony

### Vector Representation: - Polygon

Field Name	Structure	Size	Description
COL_ID	String	6	Colony ID like C00001
WRD_ID	String	4	As per ward table
COL_NAME	String	255	
COL_AREA	Number	4,2	In Hectare as per GIS based calculation
LOCALITY	String	255	Colony, Road name
TIME_ST	Date		Date of final delineation

## PARCEL

### Thematic Layer - Parcel

#### Vector Representation: - Polygon

Field Name	Structure	Size	Description
PCL_ID	String	15	Unique ID for Parcel, should be of 15 digit and start with 1, next two digit for Zone ID, next three for Ward ID, next two for tax zone, next two for Land use, and the last five for parcel
TIME_ST	Date		Date of survey
ZONE_ID	String	3	As per Zone table
WARD_ID	String	4	As per Ward table
WARD_NO	Number	3,0	
ROAD_ID	String		As per Road thematic layer
RD_NAME	String	255	Road name as per Road thematic layer
TAX_ZONE	String	2	As per Tax zone thematic layer
PCL_LOC	String	255	Address of Parcel, Road Name, Colony name, Town, Pin Code
LU_CODE	String	2	Land Use Code as - Residential - 01 ; Commercial - 02; Industrial - 03; Private Vacant Plot - 04; Agriculture Land - 05; Mix (Resd + Com) - 06; Mix (Resd + Ind) - 07; Mix (Com + Ind) - 08; Educational - 09; Religious - 10; Recreational - 11; Garden/Park - 12; Historical Monuments - 13; Parking Space - 14; Bus Stand/Taxi Stand/Auto Stand - 15; Water Bodies - 16; Dense Tree Area - 17; Health Services - 18; Community Toilet -

			19; Basic Infrastructure - 20; Electric Sub Station - 21; Market - 22; Hawkers Zone - 23; Forest - 24; Any other - 25; State Govt. Properties(Building/Plot) - 26; Central Govt. Properties (Building/Vacant Land) - 27; Water Bodies (Ponds/Lake/Reservoir etc.) - 28; Green Belt - 29; Municipal Asset (Building/Vacant Land) - 30; Landfill site - 31; Railway Properties (Buildings/Land) - 33
LUSE_DET	String		Details of Land use as found during field verification, must be filled if land use code mentioned for <b>Any other – 25</b>
PCL_AREA	Number	8, 2	Area of the parcel in Sq feet
LABEL	String	60	On the Basis of Land use Code like Residential (01); Commercial (02); Industrial (03); Vacant Plot (04); Agriculture Land (05); Mix (06, 07, 08);

## BUILDING FOOTPRINT

### Thematic Layer – Buildings

#### Vector Representation: - Polygon

Field Name	Structure	Size	Description
BLD_ID	String	8	Only used for Building Footprint Mapping, 8 digit in which the first digit should be 2 and next seven digit for Building.
PCL_ID	String	15	As per parcel Table
TIME_ST	Date		Date of survey

LU_CODE	String	2	As per PARCEL table
WARD_ID	String	4	As per Ward table
WARD_NO	Number	3,0	
ROAD_ID	String		As per Road thematic layer
ROAD_NAME	String	255	Road name as per Road thematic layer
CON_TYPE	String		Construction or Structure Type - Pucca Building with RCC/RBC/Stone roof – 01; Pucca building with asbestos/corrugated sheet roof – 02; Others – 03

## WATER BODIES

### Thematic Layer – WBodies

#### Vector Representation: - Point

Field Name	Structure	Size	Description
WB_ID	String	6	It should start with "WB" followed by 4 digits in incremental order.
WB_NAME	String	255	Water Bodies Name
TIME_ST	Date		Date of final delineation

## ROADS

### Thematic Layer – Road

#### Vector Representation: - Line

Field Name	Structure	Size	Description
RD_ID	String	9	It should be start with 3 followed by next one digit for Road Type, followed by next five digit incremental from 00001
WRD_ID	String	4	As per ward table
RD_NAME	String	255	Road Name, if any road name not found during survey mention "NA"
RD_TYPE	String	1	As per field survey format Principal Main Road - 1; Main Road - 2; Other Private Street - 3; Other Public Street - 4; National Highway - 5; State Highway - 06; District Road - 7. If any road which fall in two categories like Principal Main Road and NH/SH/DR or Main Road and NH/SH/DR then Principal Main Road

			code or Main Road Code respectively should be mentioned if it is defined
RD_LEN	Number	4,2	Road length in meter as per GIS based calculation
MTD_BY	String	255	As per field survey format like "RCD" Or "NHAI" Or "Other"
CON_MAT	String	255	As per field survey format like "Concrete" Or "Asphalt" Or "WBM" Or "Any Other"
REMARKS	String	255	If any
LOCALITY	String	255	Colony, Road name
CW_WD	Number	4,2	Carriage Way Width in meter
ROW_WD	Number	4,2	Right of Way Width in meter
FPAT_STAT	String	4	"YES" OR "NO"
MDN_STAT	String	4	"YES" OR "NO"
TIME_ST	Date		Date of final delineation

## CARRIGE WAY

### Thematic Layer – CWay

#### Vector Representation: - Double Line

Field Name	Structure	Size	Description
RD_ID	String	9	As per Road Table
RD_NAME	String	255	As per Road table
CW_WD	Number	4,2	Carriage Way Width in meter

## RIGHT OF WAY

### Thematic Layer – RoW

#### Vector Representation: - Double Line

Field Name	Structure	Size	Description
RD_ID	String	9	As per Road Table
RD_NAME	String	255	As per Road table
ROW_WD	Number	4,2	As per Road table

## FOOTPATH

### Thematic Layer – FPath

#### Vector Representation: - Double Line

Field Name	Structure	Size	Description
RD_ID	String	9	As per Road Table
RD_NAME	String	255	As per Road table
FP_CONST	String	255	Footpath Construction material - "Concrete" Or "Tile" Or "Other"
FP_WD	Number	2,2	Footpath width in meter

## TRAFFIC SQUARE

### Thematic Layer – TS

#### Vector Representation: - Point

Field Name	Structure	Size	Description
TS_ID	String	6	It should start with "TS" followed by next 4 digits start with 0001
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table

TIME_ST	Date		
LIT_STAT	String	255	Traffic Light Status - "Yes" Or "No"
POST_NO	String	255	Traffic Square Post number
TS_NAME	String	60	Traffic Square Name if any otherwise leave blank

## BRIDGE/FLYOVER

### Thematic Layer – BRG

#### Vector Representation: - Point

Field Name	Structure	Size	Description
BRG_ID	String	6	It should start with "BR" followed by next 3 digits start with 001
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
BRG_TYPE	String	2	Bridge Type Code as : Culvert - 01; Road Over Bridge - 02; Road Bridge Constructed Over Railway Line - 03; Bridge Across River or Nala - 04; Under Pass - 05; Foot Over Bridge - 06
BRG_LTH	Number	4,2	Bridge Length in meter
BRG_WTH	Number	3,2	Bridge Width in meter
CONS_MAT	String	8	Bridge Construction material like "Concrete" Or "Iron" Or "Masonry" Or "Other"

COM_YEAR	Date		Month and Year of commissioning
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## RAILWAY NETWORK

### Thematic Layer – Railways

#### Vector Representation: - Line

Field Name	Structure	Size	Description
RLY_ID	String	6	It should start with "R" followed by 2 digits in incremental order.
TIME_ST	Date		

## WATER NETWORK

### Thematic Layer – WNetwork

#### Vector Representation: - Single Line

Field Name	Structure	Size	Description
WN_ID	String	8	It should start with "WN" followed by next 6 digits in incremental order from 000001. Should be marked node to node considering Valve, that will be used to know the flow direction
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
WN_LEN	Number	4,2	Length of Water Network line in meter
ST_PONT	String	4	Mention Valve ID
END_PONT	String	4	Mention Valve ID
LOCALITY	String	255	Road Name, Colony

WN_TYPE	String	255	"DL" - Distribution Line; Or "PL" - Pumping Line; Or "SL" - Service Line
PIPE_DIA	Number	5,2	Pipe diameter in mm
CONS_MAT	String	255	"RCC" OR "GI" OR "CI" OR "PVC" OR "OTHER"

## WATER PUMPING STATION

### Thematic Layer – WPS

#### Vector Representation: - Point

Field Name	Structure	Size	Description
WPS_ID	String	6	It should start with "WPS" followed by 3 digits in incremental order.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
PCL_ID	String	15	As per Parcel table
LOCALITY	String	255	Road Name, Colony
WPS_CAP	Number	3,2	Pump Discharge in LPS
MOT_CAP	Number	3,1	Pumping motor capacity in Kw
RUN_HRS	Number	2,1	Running Hours of the Pump in a day
WN_ID	String	8	Upstream Drainage ID as per Drainage Network table
COM_YEAR	Date		Month and Year of commissioning

## OVER HEAD TANKS

### Thematic Layer – OHT

#### Vector Representation: - Point

Field Name	Structure	Size	Description
OHT_ID	String	6	It should start with "O" followed by next 3 digits for ward number and then 2 digits in incremental order should start with 01 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
PCL_ID	String	15	As per Parcel table
OHT_STAG	Number	3,2	OHT Stages in meter
OHT_CAP	Number	6,2	OHT Capacity in litre
WN_ID	String	8	Water Network ID for water supply
COM_YEAR	Date		Month and Year of commissioning

## VALVE

### Thematic Layer – Valve

#### Vector Representation: - Point

Field Name	Structure	Size	Description
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VVE_ID	String	8	It should start with "V" followed by next 3 digits for ward number and then 4 digits in incremental order should start with 0001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
VVE_DIA	Number	3,2	Valve diameter in mm
US_WN_ID	String	8	Upstream Water Network ID as per Water Network table
DS_WN_ID	String	8	Downstream Water Network ID as per Water Network table
VVE_TYPE	String	255	Valve type – "Water Supply Valve" Or "Sluice Valve"
COM_YEAR	Date		Month and Year of commissioning

## DRAINAGE NETWORK

### Thematic Layer – DNetwork

#### Vector Representation: - Double Line

Field Name	Structure	Size	Description
DR_ID	String	8	It should start with "DR" followed by next 6 digits in incremental order from 000001.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
DR_LEN			Length of drainage in meter
ST_PONT	String	4	Mention nearest PBM ID

END_PONT	String	4	Mention nearest PBM ID
DR_NAME	String	255	In case of River/Stream only otherwise "NA"
DNW_TYPE	String	255	"RVR" - River; Or "STR" - Stream; Or "DML" - Drainage Main Line; Or "DPL" - Drainage Pumping Line; Or "DSL" - Drainage Service Line
DR_FLOR	String	255	"Lined" OR "Unlined"
CONS_MAT	String	255	"RCC" Or "PVC" Or "Masonry" Or "Other"
CONS_TYP	String	255	Construction Type - "Box" OR "Open" OR "NA"
DR_DEPTH	String	255	Depth of Drainage in meter

## STREET LIGHT

### Thematic Layer – SLight

### Vector Representation: - Point

Field Name	Structure	Size	Description
SL_ID	String	9	It should start with "SL" followed by next 3 digits for ward number and then 4 digits in incremental order should start with 0001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony

POL_TYPE	String	255	"Iron" Or "Concrete" Or "Other"
SL_TYPE	String	255	"HPMV" Or "Sodium Lamp" Or "Tube Light" Or "CFL" Or "High Mast" Or "Other"
ENG_SRC	String	255	Energy Source - "Electricity" Or "Solar" Or "Other"

### **GARBAGE COLLECTION POINT**

#### **Thematic Layer – GBGPoint**

#### **Vector Representation: - Point**

<b>Field Name</b>	<b>Structure</b>	<b>Size</b>	<b>Description</b>
<b>GCP_ID</b>	String	8	It should start with "GC" followed by next 3 digits for ward number and then 3 digits in incremental order should start with 001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
GBG_TYPE	String	255	"Domestic" Or "Market" Or "Biomedical" Or "Construction" Or "Mix"
GBG_STAT	String	255	Garbage Collection Point Status like "Temporary" Or "Permanent"
COV_HSE	Number	6,0	Approx number of covering Houses in case of collection Point

### **PARK\GARDEN**

#### **Thematic Layer – Park\Garden**

**Vector Representation: - Point**

Field Name	Structure	Size	Description
PRK_ID	String	6	It should start with "PR" followed by 4 digits in incremental order.
WRD_NO	String	3	As per Ward table
RD_ID	String	9	As per Road table
PCL_ID	String	15	As per Parcel table
LOCALITY	String	255	Road Name, Colony
PRK_TYPE	String	255	
TIME_ST	Date		Date of survey

CELLPHONE TO WE R The mati c Lay

**er – CPT**

**Vector Representation: - Point**

Field Name	Structure	Size	Description
CPT_ID	String	7	It should start with "T" followed by next 3 digits for ward number and then 3 digits in incremental order should start with 001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
PCL_ID	String	15	As per Parcel table
CPT_STAT	String	255	Cell Phone Tower Status – "Authorized" Or "Unauthorised"

**Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".**

OWN_NAME	String	255	Operator /Agency name which own the Cell Phone Tower
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## HOARDINGS

### Thematic Layer – Hoarding

#### Vector Representation: - Point

Field Name	Structure	Size	Description
HDG_ID	String	6	It should start with "HG" followed by next 4 digits start with 0001
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
HDG_LOC	String	255	Hoarding location - "On Building" (If the hoarding is on a Building roof) Or "Road Side" Or "On Land"
PCL_ID	String	15	If the hording is on a Building/Parcel mention PCL ID
HDG_CAT	String	2	Hoarding Category code as - Neon / Glow / Electric Display / Backlit Non-Hoarding type - 01; Slides – 02; Illuminated Bus Shelters – 03; Bus Shelters advertisements with printed advertisements – 04; Banners – 05; Flags – 06; Pole Panels – 07; Shop Shutter – 08; Closed Circuit TV – 09; Short Films – 10; Medians Printed advertisement - 11; Traffic and Parking Stand – 12; Tree Guards – 13; Others – 14.
HDG_SIZE	String	255	Not Required for Hoarding Category no. 07 to 13. For the others it should be like -

			<b>Small</b> - Area Less than 10 sq ft; <b>Medium</b> - Area 10 to 20 sq ft; <b>Big</b> - Area more than 20 sq ft;
HDG_OWN	String	255	Name of the agency/individual which own the hoarding

## FIRE STATION

### Thematic Layer – FRS

### Vector Representation: - Point

Field Name	Structure	Size	Description
FS_ID	String	8	It should start with "FS" followed by next 3 digits for ward number and then 4 digits in incremental order should start with 0001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
PCL_ID	String	15	As per Parcel table
LOCALITY	String	255	Road Name, Colony
WTR_CAP	Number	7,0	Fire Station Water Capacity in Litre
VEH_NO	Number	3,0	Total number of vehicles in the fire station
TEL_NO	String	255	Telephone Number of the Fire Station

## OTHER BASIC INFRASTRUCTURE (OBI)

### Thematic Layer – OBI

#### Vector Representation: - Point

Field Name	Structure	Size	Description
OBI_ID	String	6	It should start with "BI" followed by next 4 digits start with 0001
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
OBI_CODE	String	2	Basic Infrastructure Type Code as - Electric Substation - 01; Telephone Exchange - 02; Slaughter House - 03; Community Toilet - 04; Bus shelters - 05; Compost Plant - 06; Landfill Site - 07; Open Parking Space - 08; Bus Stop - 09; Taxi Stand - 10; Raain Basera - 11; Water Treatment Plant - 12; Other – 13; Public Toilet - 14
CAPACITY	Number	4,2	Mention Capacity with Unit. If not applicable mention "NA"
COM_YEAR	Date		Month and Year of commissioning

## LANDMARK

### Thematic Layer – Landmark

#### Vector Representation: - Point

Field Name	Structure	Size	Description
LM_ID	String	6	It should start with "LM" followed by 4 digits in incremental order.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
LOCALITY	String	255	Road Name, Colony
LM_TYPE	String	255	Like Hospital, Temple, Mosque, Church, Gurudwara, Historical Monument/Statue, College/University, School, Hotel, Post office, Market, Railway Station, Bus Station, Airport, Hawkers' zone, Cremation Ground, Kabristan, Graveyard, Police Station, Other
LM_DESC	String	255	Landmark description
TIME_ST	Date		

## DGPS

### Thematic Layer – DGPS

#### Vector Representation: -Point

Field Name	Structure	Size	Description
DGPS_ID	String	5	It should start with "DG" followed by 3 digits in incremental order.

WRD_ID	String	4	As per Ward table
LAT_DD	Number	2,3	Geographical Latitude in Decimal Degree
LGT_DD	Number	2,3	Geographical Longitude in Decimal Degree
SPOT_HT	Number	2,2	Spot Height of the point in meter
DPHT_ID	String	4	Start in incremental order from 001
TIME_ST	Date		

### PERMANENT BENCH MARK

#### Thematic Layer – PBM

#### Vector Representation: - Point

Field Name	Structure	Size	Description
BM_ID	String	5	As per the instruction provided earlier for PBM Installation
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
SPOT_HT	Number	2,2	Spot Height of the point in meter
BPHT_ID	String	4	Bench Mark Photo ID as per Bench Mark Photo Table
TIME_ST	Date		

### PUBLIC TAP

#### Thematic Layer – PT

#### Vector Representation: - Point

Field Name	Structure	Size	Description
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PT_ID	String	6	It should start with "PT" followed by next 4 digits start with 0001
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
LOCALITY	String	255	Road Name, Colony
PT_TYPE	String	2,0	Mention Public Tap Type Code as: Hand Pump - 01; Tubewell - 02; Well - 03; Public Tap - 04; Other - 05.

## POWER SUPPLY NETWORK

Thematic Layer – PSN

Vector Representation: - Line

Field Name	Structure	Size	Description
PSN_ID	String	7	It should start with "PS" followed by 5 digits in incremental order.
RD_ID	String	9	As per Road table
PSN_TYPE_LINE	String	255	
TIME_ST	Date		Date of survey

## ELECTRIC POLE

Thematic Layer – EP

Vector Representation: -Point

Field Name	Structure	Size	Description
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<b>EP_ID</b>	String	10	It should start with "EP" followed by next 3 digits for ward number and then 5 digits in incremental order should start with 00001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		

## ELECTRIC TRANSFORMER

### Thematic Layer – ET

#### Vector Representation: -Point

Field Name	Structure	Size	Description
<b>ET_ID</b>	String	8	It should start with "ET" followed by next 3 digits for ward number and then 4 digits in incremental order should start with 0001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
PSN_ID	String	7	As per Power Supply Network Table
TIME_ST	Date		

## INDUSTRIAL ZONE

### Thematic Layer – INDZ

#### Vector Representation: - Polygon

Field Name	Structure	Size	Description
IND_Z_ID	String	7	It should start with "INZ" followed by 4 digits in incremental order.
WRD_NO	String	3	As per Ward table
LOCALITY	String	255	Road Name, Colony

*Request for Proposal for Selection of an agency for "Preparation of GIS based Property tax Register by conducting GIS based Multi-Purpose Household Survey, Integration and Technical Handholding Support for 264 Towns of Bihar in 08 Groups".*

Area	Number	8, 2	Area of the industrial zone in Sq km
TIME_ST	Date		Date of final delineation

## CADASTRAL MAP

### Thematic Layer – Khasra

#### Vector Representation: - Polygon

Field Name	Structure	Size	Description
RLY_ID	String	8	It should start with "CD" followed by 6 digits in incremental order.
TIME_ST	Date		Date of updation of Map as mentioned
SHEET_NO	String	255	As mentioned in the map
KHAS_NO	String	255	Khasra number as mentioned in the map
LOC_NAME	String	255	Location/Ward/Area name as mentioned in the map
WRD_NO	String	3	Ward number

## BUS SHELTER

### Thematic Layer – Bus Shelter

#### Vector Representation: - Point

Field Name	Structure	Size	Description
ID	String	6	It should start with "BS" followed by 4 digits in incremental order.
WRD_NO	String	3	As per Ward table
LOCALITY	String	255	Road Name, Colony
RD_ID	String	9	As per Road table
Description	String	255	Details of Bus Shelter
TIME_ST	Date		Date of survey



## SEWERAGE TREATMENT PLANT AND SEWERAGE PUMPING STATION

### Thematic Layer – STP/SPS

#### Vector Representation: - Point

Field Name	Structure	Size	Description
ID	String	6	It should start with "ST" followed by 4 digits in incremental order.
RD_ID	String	9	As per Road table
TYPE	String	255	Type
CAPACITY	Number	5	Pump Discharge Capacity
WRD_NO	String	3	As per Ward table
LOCALITY	String	255	Road Name, Colony
TIME_ST	Date		Date of survey

## DRAINAGE PUMPING STATION

### Thematic Layer – DPS

#### Vector Representation: - Point

Field Name	Structure	Size	Description
DPS_ID	String	6	It should start with "DPS" followed by 3 digits in incremental order.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		
PCL_ID	String	15	As per Parcel table
LOCALITY	String	255	Road Name, Colony
DPS_CAP	Number	5	Pump Discharge in LPS

US_DR_ID	String	8	Upstream Drainage ID as per Drainage Network table
DS_DR_ID	String	8	Downstream Drainage ID as per Drainage Network table
COM_YEAR	Date		Month and Year of commissioning

## CONTOUR

### Thematic Layer – Contour

#### Vector Representation: - Line

Field Name	Structure	Size	Description
CONT_ID	String	7	Should start from "C" followed by 6 digits in incremental order.
TIME_ST	Date		
ELEV_M	Number	5	Elevation in meter

## LANDFILL SITE

### Thematic Layer – LSite

#### Vector Representation: - Polygon

Field Name	Structure	Size	Description
ID	String	6	It should start with "LS" followed by 4 digits in incremental order.
RD_ID	String	9	As per Road table
WRD_NO	String	3	As per Ward table
LOCALITY	String	255	Road Name, Colony
TIME_ST	Date		Date of survey

## VENT SHAFT

### Thematic Layer – VShaft

#### Vector Representation: - Point

Field Name	Structure	Size	Description
ID	String	6	It should start with "VS" followed by 4 digits in incremental order.
RD_ID	String	9	As per Road table
Size	String	255	
WRD_NO	String	3	As per Ward table
LOCALITY	String	255	Road Name, Colony
Description	String	255	VShaft Description
Status	String	255	VShaft Status
TIME_ST	Date		Date of survey

## MANHOLE

### Thematic Layer – MH

#### Vector Representation: - Point

Field Name	Structure	Size	Description
MH_ID	String	8	It should start with "M" followed by next 3 digits for ward number and then 4 digits in incremental order should start with 0001 for each ward.
WRD_ID	String	4	As per Ward table
RD_ID	String	9	As per Road table
TIME_ST	Date		

LOCALITY	String	255	Road Name, Colony
MH_DEPTH	Number	2,2	Manhole depth in meter
MH_STAT	String	255	Manhole Status like "Covered" Or "Uncovered"

## COMMUNITY TOILET

### Thematic Layer – CToilet

#### Vector Representation: - Point

Field Name	Structure	Size	Description
ID	String	6	It should start with "CT" followed by 4 digits in incremental order.
RD_ID	String	3	It should start with "ST" followed by 4 digits in incremental order.
WRD_NO	String	3	As per Road table
LOCALITY	String	255	Road Name, Colony
Description	String	255	Community Toilet Description
Status	String	255	Community Toilet Status
TIME_ST	Date		Date of survey

## Appendix B

**Database Structure for Property Survey data collected in digital format.**

### 1. PROPERTY/ HOLDINGS

**Thematic Layer – Holdings**

**Vector Representation: - Polygon**

Field Name	Structure	Size	Description
MAP_ID	String	15	
BLD_ID	String	8	As per Building Foot Print thematic layer and its database
PCL_ID	String	15	As per parcel Table
GIS_ID	String	18	Three digits after parcel ID – should start from 001
TIME_ST	Date (String)		Date of Survey (DD-Month-YYYY)
RES_NAM	String	60	Respondent Name - Name of the Person (Format to mention name e.g. - "Shri Ram Kumar/ Mr. Ram Kumar/Md. Rafiq Alam/ Mrs. Renu Devi/Smt. Renu Devi" etc.) who respond to the surveyor.  If property is locked, the entry in this column should be as " <b>LOCKED</b> ". If the Owner/Resident is not ready to give any info mention " <b>NOT COOPERATED</b> "
RES_STAT	String	60	Respondent Status - "Owner" OR "Tenant" OR "Employee" OR "Other" (Owner - If the Respondent has blood relation with the

Field Name	Structure	Size	Description
			owner or wife/husband. E.g. Father/Mother/Son/Daughter /Cousin/Uncle etc.) (Employee - In case of House/ Apartment/ Building Guard or Chowkidar or Maid, Servant, Office Staff in case of Non Residential Building); (Other if the Respondent is not defined as mentioned may be Neighbour)
RES_REM	String	90	Respondent Remarks. If Respondent has given any specific remarks regarding Property
PRP_USG	String	6	Property Usage – for Residential “RESD” OR in case of Non Residential “NRESD” OR in case of Mix (Residential and Non Residential Both) – “MIX”
OCC_ST	String	2	‘1’ for Self Occupied OR ‘2’ Rented, ‘3’ Mix
			Category in case of Non-Residential use of Property <b>00</b> - if Not Applicable  <b>01</b> - Hotels, Restaurants, bars, clubs, health club, Cinema Houses, Guest houses, Marriage Halls, Guest Houses, Marriage Halls, and all places of Entertainment  <b>02</b> - Shops, Showroom  <b>03</b> - Commercial offices, financial institutions, insurance and financial services businesses, Commercial Houses, banks, Hospitals and Nursing Homes, Dispensaries, Laboratories  <b>04</b> - State Government office and institutions and semi-govt. offices and

Field Name	Structure	Size	Description
			<p>institutions and excludes Holdings owned by private parties/entities, other than Central Government</p> <p><b>05 - Central Government owned properties</b></p> <p><b>06 - Industries and workshops</b></p> <p><b>07 - Schools, colleges, and other educational institutions, research institutions, all coaching and study Centres and all fees collecting properties owned by individuals or institutions registered as trusts or under Society Act. Guidance</b></p> <p><b>08 - Educational and social institutions run by charitable trusts on no-profit no-loss basis for benefit</b></p> <p><b>09 - Religious places including facilities for Boarding or Lodging for which some charge All be it nominal is made. Such Religious places shall include all Temples, Mosques, Dharam Shalas, and Ashrams, markaz, Haz Bhawan, Churches and Monasteries.</b></p> <p><b>10 - Any other holdings not covered under ( 1) to (9)</b></p>
E_HLD_N	String	30	Existing Holding Number as per Municipal Record. In case of new property "NEW" should be mentioned.
OWN_NAME	String	255	Owner Name as per Municipal Record. In case of NEW, property ownership may be verified during the survey or verify it with Property purchase paper/Electric /Phone connection etc.
O_F/H_N	String	60	Owners Father or Husband (If property is owned by lady (wife)

Field Name	Structure	Size	Description
BLD_NAME	String	50	If available, otherwise leave blank. Must be filled in case of Apartment or multi-storey building.
FLAT_NO	String	50	Flat No. in case of Multi-storey building /Apartment
FLOOR_NO	String	50	Floor should be mentioned in case of change in ownership with change in Floor
OLD_HOL_NO	String	30	Old Holding Number, If any as per Municipal record
LOCALITY	String	30	Colony Name
RD_NAME	String	40	Road Name
GRID_NO	String	5	This will be Block Number decided later by ULB for House Numbering
PIN_NO	String	255	PIN Code of the Area
E-MAIL_ID	String	255	E-mail ID if available as "abcd@gmail.com"
TEL_NO	String	255	Mention Landline Number/Mobile No. without any prefix or suffix. In case of more than one contact number separate it by comma.
BLD_AGE	String	255	It should be 1 (If the building is more than 30 years old), 2 (If the building is more than 15 years and less than 30 years old) 3 (If the building is more than 5 years and less than 15 years old) 4 (If the building is less than 5 year old)

Field Name	Structure	Size	Description
WARD_NO	Number	3,0	
CIRCLE_NO	String	255	Circle Number as per Municipal Record
REV_CIRCLE	String	255	Revenue Circle as per Municipal Record
ELC_NO	String	255	Electric Connection Number
SEW_CON	String		YES/NO
SRC_WAT	String	30	Source of Water for the Property like - Own - 01; Municipal Connection - 02; Public Tap - 03 (Within 400 yards); Water supply not within 400 yards - 04
RWTR_HRVST	String	3	Rain Water Harvesting System, "Yes" or "No"
TOTB_AR_GFR			Total Built-Up area of ground floor in Sq. Ft. only in case of individual building
TFLOR	Number	2,0	Total Number of Floors for Ground and or Basement only it should be 01, for Grd+1 it should be 2 and maximum up to 99. In case of vacant plot it should be "00"
TPLT_AR	Number	8,0	Total Plot Area in Sq Feet
TOTB_AR	Number	8,0	Total Built-up Area, in case of Apartments, Super Built-up Area in Sq Feet
TR_R_AR	Number	8,0	Total Taxable Rented Residential Area in Sq Feet
TS_R_AR	Number	8,0	Total Taxable Self Occupied Residential Area in Sq Feet
TR_NR_AR	Number	8,0	Total Taxable Rented Non - Residential

Field Name	Structure	Size	Description
			Area in Sq Feet
TS_NR_AR	Number	8,0	Total Taxable Self Occupied Non - residential Area in Sq Feet
PHT_ID	Number		As per Property Photo table
WCN_ID	String	12	Should start from "WCN" followed by 3 digits of Ward Number then next 6 digit in incremental order from 000001
PARK_FAC	String	3	Vehicle parking facility "Yes" or "No"

## 2. PROPERTY PHOTO

It will be attached with Holdings thematic layer table

Field Name	Structure	Size	Description
GIS_ID	String	18	Three digit after parcel ID – should start from 001. For vacant plot it should be 000
TIME_ST	Date		Date when photograph taken
PHT_ID	Auto Number	30	Photo ID

## 3. FLOOR DETAILS

It will be attached with Holdings thematic layer table

Field Name	Structure	Size	Description
BLD_ID	String	8	Only used for Building Footprint Mapping, 8 digit in which the first digit should be 2 and next seven digit for Building.

Field Name	Structure	Size	Description
PCL_ID	String	15	As per parcel Table
GIS_ID	String	18	Three digit after parcel ID – should start from 001. For vacant plot it should be 000
TIME_ST	Date		Date of survey
FL_ID	Auto Number		Floor ID
FLOOR	String	30	Basement, Mezzanine, Ground, First Floor, Second Floor.....N Floor
CONS_TYPE			1- RCC/RBC; 2 – Asbestos/Corrugated; 3 – Others
FL_USE	Number	1	Floor Usage - Residential - 1, Non-Residential - 2, Any Other/Mix - 3
FL_DET	String	60	Must be mentioned if floor Use is Any other
PROP_CAT	String	2	Mention Code "01" to "10" as per Property Survey Format
CAT_DET	String	30	Category detail in case of Non-Residential Property
RSD_A	Number	10	Total Residential Area of the floor (In Sq Feet) usage property considering all the floors of the property.
NRSD_A	Number	10	Total Non – Residential Area of the floor (In Sq Feet) usage property considering all the floors of the property.
OTH_A	Number	10	Total Other Built up Area (That can't be put under Residential/Non - Residential) of the floor (In Sq Feet) usage property considering

Field Name	Structure	Size	Description
			all the floors of the property.
DET_OT	String	50	Details in case of Other area like – Garage; Animal Shelter etc.

#### 4. MULTISTOREY BUILDING(S) (APRTMENTS/MARKET COMPLEX)

It will be attached with Holdings thematic layer table

Field Name	Structure	Size	Description
PCL_ID	String	15	As per parcel Table
BLD_ID	String	8	As per BUILDING FOOTPRINT Database
MSB_ID	String	7	First 3 for Ward No. like 999 for ward 999 followed by 00001 to 99999
BLD_NAME	String	30	Name of the Apartment/Multi-storey Building if available
THLD_NO	Number	5	Total No. of all type of Holdings
THLD_R	Number	5	Total No. of Residential Holdings
THLD_NR	Number	5	Total No. of Non - Residential Holdings
SRC_WAT	String	30	Source of water for building (Municipal or another )
LIFT_F	String	3	Lift Facility – "YES/NO"
POW_BU	String	3	Power Backup – "YES/NO"
PARKING	String	3	Parking Facility – "YES/NO"
T_BU_AR	Number	15	Total Built up area in sq feet for Multi-storey

Field Name	Structure	Size	Description
			Building/Apartment
T_PL_AR	Number	15	Total Plot area in sq feet for Multi-storey Building/Apartment
T_OP_AR	Number	15	Total Open area in sq feet for Multi-storey Building/Apartment
T_NU_FLR	String	8	Total Number of Floors Ground being considered as 0. If any Multi-storey building is 2 floor in basement and 4 floors after ground floor then -2 to 4
PHOTO_ID		4	Photo ID for Multi-storey Building
FF_FAC	String	3	Fire Fighting Facility – "YES/NO"

## 5. TRADE/BUISNESS/INDUSTRY LICENCE

It will be attached with Holdings thematic layer table

Field Name	Structure	Size	Description
PCL_ID	String	15	As per parcel Table
GIS_ID	String	18	Three digits after parcel ID – should start from 001. For vacant plot it should be 000
SHOP_NO	String	30	First 3 for Ward No. like 999 for ward 999 followed by 00001 to 99999
TIME_ST	Date		Date when photograph taken
SHOP_NA	String	70	Shop Name
PROPO_CAT	String	2	Mention Code "01" to "10" as per Property Survey Format

Field Name	Structure	Size	Description
CAT_DET	String	30	Category detail in case of Non-Residential Property
CONS_ID	String	30	Consumer ID for Shop
BU_TYPE	String	3	As per Bihar Municipal Act 2007 defined under section 342 schedule. List with code mentioned under Schedule of the act from 001 to 400
LIC_ST	String	3	"Yes" - If Trade Licence is available in the municipal record or shown by the trader/firm during survey that further verified from the municipal record. "No" - If it is not available. "NA" - If the firm is found locked after three time verification, and also not available in the Municipal Record. "Not Permitted" - If the Firm/Trader not shown the Licence and not ready to say about status
LIC_NO	String	30	License number (As per document/certificate)
SHOP_AR	Number	10	Shop Area in Sq Feet
LIC_VAL	String	30	Validity Date in Month-YYYY format

**Note:** Format for Date for all the tables should be DD-Month-YYYY like 01-Jan-2026