



NAGPUR MUNICIPAL CORPORATION

(Tax & Assessment Department)

REQUEST FOR EXPRESSION OF INTEREST (REOI) (CONSULTING SERVICES – FIRM'S SELECTION)

Assignment Title : Door to Door Survey of all the properties in the jurisdiction of Nagpur Municipal Corporation (NMC), computerization & updation of all the data collected from the survey, comparison of the existing property records with survey findings and integration of the survey data with e-Governance system and GIS in NMC alongwith provision of services for assessment / revaluation of properties for property taxes. Approximately six lakhs properties are to be surveyed.

Objective

NMC's objective of this outsourcing initiative to improve property tax revenue collection through widening of property tax base by conducting survey of all wards in Nagpur and integration of the property tax records with e-Governance system and GIS in NMC alongwith provision of real time services for assessment / revaluation of properties for property taxes, based on the findings of this survey work.

Scope of Services

Nagpur Municipal Corporation intends to carry out Geo-enabled field survey of each property/ tenement / structure within corporation limit for the purpose of its revaluation/ reassessment as per rental / capital value based assessment method.

a) To understand the procedure for assessment & recovery of Property Taxes under Maharashtra Municipal Corporation (MMC) Act. b) To collect the assessment / files / record / GIS maps from the respective zone / Mahal Tax & Assessment Dept. / Office in hard / soft format. c) To conduct geo-enabled property survey and collect information of each structure / tenement as per Attribute Data Sheet (indicative list, available on NMC website www.nmcnagpur.gov.in) by using GPS enabled handheld devices and appropriate custom software. d) Software will have required surveyor module covering attribute data as per the requirements of NMC. e) To take measurement of each structure / tenement and to note built up area in Sq.M of each property / structure / tenement and update these measurements and assessment details real time in the existing Property Tax system. Separate detailed measurement sheets to be submitted for each property / structure / tenement. f) To update, integrate, link and geo-enable the surveyed information with the existing database of concern property as well as with GIS data available with NMC in real time. g) To prepare proposal for computation of ALV & property tax as per the MMC Act & approved procedure of NMC and obtain the approval from competent authority of NMC. h) To issue various notices to the property holder as per MMC Act for the purpose of assessment / revaluation / recovery on site. i) All the survey data is to be submitted in soft and hard copies as per the requirement of NMC. j) Bidder has to do 100% ground truthing / field verification of all properties within NMC limit. k) To keep the systematic records of work done to facilitate NMC to carry out periodic checking of the work carried out by firm. l) To bring all the unassessed properties or changes in properties in property taxation net on real time basis. m) In case of survey of open lands / unoccupied constructed properties, to locate the owner of said property and serve notices on him to bring the property in tax net. n) To help NMC in disposal of complaints against the new proposed assessment. o) To serve bills to the property owners with acknowledgement. p) To provide handholding support to NMC for one year after completion of work.

Eligibility a. Individual, Proprietorship firm, partnership firm, limited partnership firm, private limited company, public limited company, registered under applicable law and permitted to carry out the assignment by that law is eligible for bidding. The bidder shall submit documentary evidence in support of fulfilling these conditions. b. The Bidder may associate with other firms in the form of a joint venture or consortium to enhance their qualifications. c. EOI of only those bidders including (JV/Consortium members jointly) shall be entertained that have turnover of more than Rs.3crores (Rupees Three Cores Only) in each of last three financial years. d. The bidding firms should have experience of having successfully carried out at least 2 (Two) similar assignment(s) of Geo-enabled Property Tax Survey and integration of the survey data with property tax system application and GIS data. In such case bidder has to submit certificates of successful completion of similar work from authority. e. Interested firm should provide information demonstrating that they have the required qualifications and relevant experience to provide the Services. f. Bidder should not be black listed in any of Government / Semi government institution. If it comes to the notice of NMC the bid of such bidder will be rejected. Affidavit stating that bidder is not black listed party in any such organization should be attached.

Documents to be submitted in support of the above.

Criteria for Acceptance of EOI:-

- EOI shall be accompanied with the documentary evidence of fulfilling eligibility criterion. Certificates from the authority not below the rank of Head of Department must be attached.
- EOI along with non-refundable processing fees of Rs.10,000/- (Ten thousand Only) in the form of Demand Draft on any Nationalized Bank only in favour of Tax Assessor, NMC, Nagpur. EOI shall be submitted in person or through authorized representative only and not by any other mode.
- RFP document will be issued only to qualified /shortlisted bidder on payment of charges as may be notified in RFP document.
- NMC reserves the right to verify the information furnished by the firm in EOI.
- N.M.C. reserves right to seek the assistance of experts for the purpose of short listing EOI.
- NMC reserves the right to accept / reject any or all EOIs without assigning any reason thereof.
- Expression of interest (EOI) shall have to be submitted on or before 10th Sept, 2014 upto 5.00 p.m. in the office of the Tax Assessor, Nagpur Municipal Corporation, Mahal, Nagpur, MS, India. For Communication, Tax Assessor, Nagpur Municipal Corporation, Mahal, Nagpur (Phone:- 0712-2739007/8/9) may be contacted.

Advt. No. 161/PR/22/08/14

Municipal Commissioner
Nagpur Municipal Corporation

P/N/14/161