**TERM OF REFERENCE (TOR) FOR**

**REGISTRATION OF INDIVIDUAL SURVEYORS IN PUNJAB**

**1. INTRODUCTION**

Government of Punjab aims to ensure precise land ownership records, reducing disputes and legal conflicts that will enhance transparency in land transactions, minimizing fraud and illegal encroachments.

Punjab Urban Lands Systems Enhancement (PULSE) invites applications from experienced and qualified individuals to get registered for land demarcation and measurement services across Punjab. The registered surveyors will be responsible for accurate identification of parcels, land measurement, and boundary verification in accordance with the mentioned standards.

**2. SCOPE OF WORK**

The scope of services includes:

* Conducting land/property identification/demarcation using GNSS and advanced surveying techniques/devices.
* Verification of land/property boundaries and rectification of discrepancies.
* Preparation of maps/reports for submission of digital and physical survey records.

**3. ELIGIBILITY CRITERIA**

All interested Surveying individuals must fulfill the following eligibility criteria for registration with Punjab Urban Land Systems Enhancement:

* Must have Diploma/Degree/Certificate in Civil, Land Surveying, GIS or any other relevant domain from a recognized local/international institute.
* Must have at least 6 Months verifiable experience in related services.
* Must be registered with Survey of Pakistan in any surveyor category
* Capable to complete survey assignment within 05 working days

**4. APPLICATION & REGISTRATION PROCESS**

Interested individuals must submit the following documents for registration:

1. Detailed CV including qualifications and past experience
2. Diploma/Degree in DAE Civil or Surveyor Diploma from recognized institute (Attested by the IBCC/HEC)
3. Details of available survey equipment
4. Copy of CNIC with Photograph
5. Police Verification Certificate
6. Medical Certificate issued by a Government Hospital
7. Registration Certificate by Survey of Pakistan

**5. EVALUATION & SELECTION PROCESS**

* Applications will be evaluated based on technical expertise and experience
* Shortlisted individuals will be called for a presentation/demonstration of their capabilities.
* Successful surveyors will be issued digital registration certificate after submission of security deposit and awarded work assignments accordingly.

**6. TERMS & CONDITIONS**

* The selected individuals will operate under the instructions’ surveyor manual prepared by Punjab Urban Lands Systems Enhancement.
* An individual may apply for the registration for multiple tehsils of a District.
* Penalty may be imposed in case of failing to meet the performance standards and lead to the cancellation of registration. Surveyors failing to meet performance standards may be subject to penalties or termination in case of involvement in fraudulent activity.
* Security deposit is based on the following categories:

|  |  |  |
| --- | --- | --- |
| **Category** | **Individuals** | **Firms** |
| Platinum | 75,000 | 200,000 |
| Gold | 50,000 | 150,000 |
| Silver | 25,000 | 100,000 |

* PULSE reserves the right to accept or reject any application without assigning any reason.
* PULSE reserves the right of cancellation of assignment/registration at any stage.
* In case of non-completion of a single case/survey in 3 months, the registration will be suspended.
  1. **Deliverables:**

Deliverables will cover the following:

* 1. Soft copy of Geospatial Surveyed data in shapefile format
  2. Updated survey boundaries on PULSE GIS Portal
  3. Survey Report, including Drawing/Layout plan, GPS Log files, Geo-tagged Photos and 360 Panorama to be attached on the GIS portal

**8. Fee Structure**

**The registration will be for one year and will require to be renewed annually. The registration fee will be on the annual basis.**

* **Districts have been categorized into Platinum, Gold and Silver**
* Individual surveyors can register for one district only or at least 01 tehsil
* Firm may register for more than one district

**9. Survey Standards**

**Detailed SoPs for the land/property demarcation and survey accuracy standards are given in the Pulse Survey Manual.**