**TERM OF REFERENCE (TOR) FOR**

**REGISTRATION OF SURVEY FIRMS 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 Survey firms to get registered for land demarcation and measurement services across Punjab. The registered firms 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 GIS & Survey firms must fulfill the following eligibility criteria for registration with Punjab Urban Lands Systems Enhancement:

* Must be registered with SECP and have at least **6 Months** verifiable experience in land surveying or related services.
* Must have prior experience of land surveying
* Must have a qualified team of at least 5 surveyors familiar with the extensive use of GNSS Survey equipment
* Must have high precision DGPS and GNSS equipment
* Must be registered with the Survey of Pakistan and PEC
* The desired schedule to carry-out the survey:

|  |  |
| --- | --- |
| **Area** | **Working Days** |
| Upto 10 Kanal | 2 |
| **Upto** 40 Kanals | 3 |
| **Upto** 80 Kanals | 5 |
| **Above 80 Kanals** | 50 Kanals/day |

**4. APPLICATION & REGISTRATION PROCESS**

Interested firms must submit the following documents for registration:

1. Complete Company Profile including details of past projects.
2. Details of available survey equipment
3. Provide last two years financial statements.
4. An affidavit confirming non-blacklisting status.
5. List of on-board survey engineers and surveyors with CVs

**5. EVALUATION & SELECTION PROCESS**

* Applications will be evaluated based on technical expertise and experience
* Shortlisted firms will be called for a presentation/demonstration of their capabilities.
* Firms fulfilling the criteria will be issued the registration certificates and awarded work assignments accordingly.

**6. TERMS & CONDITIONS**

* The selected firms will operate under the instructions’ manual prepared by Punjab Urban Lands Systems Enhancement.
* A firm may apply for the registration for multiple Districts.
* Separate registration will be required for each district
* Penalty may be imposed in case of failing to meet the performance standards and lead to the cancellation of registration. Firms 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.
  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**
* A Firm may register for more than one district

**9. Survey Standards**

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