Survey Department
Specifications, Conditions and instructions of tender for Preparation of cadastral maps and plans by carrying out of Surveying under the Title Registration Act No 21 of 1998 and Survey Act No 17 of 2002
Year 2020

1. Instructions

1.1 Bidders shall be, registered licensed surveyors who received certificates of accreditation from Surveyor General and possessing the annual license for year 2019 and /or qualified to receive the annual license for the year 2020. Contracts shall be awarded only for those who obtained the annual license for the year 2020.

1.2 Bids can be submitted for any district in the island and one bidder can submit bids for maximum of 5 districts. When submitting for more than one districts, bidders priority number for the district applied should be mentioned (1-5). Only one application can be submitted for one district. However, one survey block in a Grama Niladhari division at a time will be assigned to each successful bidder. Assigning of the next survey block will be considered only for the bidders who completed the work successfully.

1.3 A letter of assigning of survey work will be issued by the Surveyor General or authorized officer on behalf of the Surveyor General. Bidder should submit the acceptance letter of relevant work on or before due date specified in the letter. Requests made by the bidders who fail to accept the survey work on due date without acceptable reasons will not be considered subsequently.

1.4 In order to monitor the performance of the survey work assigned, a performance bond for Rs. 40,000.00, in cash or in the form of bank guarantee, valid for one month onward from the due date of completion of the work, should be submitted by the successful bidder before signing of agreement. The Bidder Should take Necessary action to extend the bank guarantee in case of extending the agreed date of completion accordingly. The bond will be kept in the custody of department beyond one calendar month of the date of completion of the survey work. If the following anomalies regarding of the survey work of surveyor or any loss to the government were occurred, action will be taken to credit this total bond to the state revenue.

I. Not returning of field books and other documents which handed over to the bidder.
II. Unsettlement of the land marks which handed over, properly.
III. Unattending to the given amendments in the field survey and the plan prepared.
IV. Carrying out of field surveys illegally
V. Not handing over the completed survey work on due date as per agreement
VI. Violation of other condition besides above mentioned conditions which adopted by the Surveyor General.

1.5 Total stations which due to use should be calibrated within one year period prior to the date of signing of agreement and copy of calibration report should be submitted. Survey work will not be provided to the bidders who fail in this regard.

2. Bid evaluation procedure

2.1 Bidders who were not recommended by the Provincial Surveyor Generals for giving further survey work due to fail in completion, caused unnecessary delays for the assumed cadastral Survey work under departmental supervision, unnecessary delays of investigation of cad map which sent by the land settlement department and bidders who were black listed by department will be removed from the evaluation procedure.

2.2 Successful bidders will be selected by the departmental procurement committee by considering the recommendations of the technical evaluation committee appointed by the Surveyor General and required priority order of providing survey work for each district. Selected Bidders are not allowed to interchange the district.

2.3 The bidders who provided unusually low / high bid values will be rejected and will not be considered for evaluation.

2.4 Evaluation of bids will be carried out based on the bid values in categories 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 & 1.7 under the section 13 of the bid document and the completion work load of the bid document under the section 16 and district preference provided.

2.5 Priority pool of bidders for each district will be prepared to the ascending order (from lowest to highest bid) according to the bid values and para 2.4 submitted for each district.

2.6 Procurement committee will approve rates for each district. When deployment of more than one bidder for one district is required, survey work will be supplied to the bidders according to the selected priority sequence under the same approved rates. If any bidder dislikes accepting survey work under said approved rates the opportunity will be offered to the next bidder in the priority list.

2.7 In selection of contractors, decision of procurement committees is the final.

3. Conditions

3.1 Survey work will not be provided for any bidder in district / division whose spouse is working as a direct supervising officer in this department and if such grant is subsequently revealed, it will be cancelled in terms of the condition of procurement procedures.

3.2 The date on which the plan passed by the senior superintendent of survey will be considered as the date of completion of work.

3.3 Completed cadastral maps and digital data including the amendments (if any) should be received to the district survey office within the period given in terms of the agreement and the fine by 0.5% of total amount, mentioned in the bill will be made for each delayed date. However, the time which is taken by the supervising officers for checking of maps will not be considered for the fine. The fine for delay of more than 30 days will be decided by the surveyor General.

3.4 Plan which handed over to supervision officer should be checked within 5 days as well as senior superintendent of Surveys also should be approved within 5 days. If not, 5% of the supervisory fee should be deducted from the relevant officers for the each delayed date.

3.5 Further, the Professional misconducts reported in this survey process will be informed to the Land Survey Council by the Surveyor General and action will be taken as per the Surveyor General's discretion to black list them for providing departmental survey work.

3.6 Land marks should be obtained from the supervising officer and they should be transported by the contractor.

3.7 Only after the completion of work in assigned block, satisfactorily, payments will be made as per rates agreed. Payment of advance or any other payment will not be made in assigning of contract.

3.8 If Value Added Tax or other relevant taxes are levied and formal tax invoice, including the VAT number or relevant number should be submitted current year Registration should be confirmed by the Department of Inland Revenue.

3.9 In case of making payments exceeding of Rs. 25,000, Rs. 25 stamps should be pasted on the receipt furnished by the contractor for payments.

4. Specifications (General)

4.1 All field notes should be kept on field books provided by the department according to the department survey regulations.

4.2 After the completion of surveys, printed copy of cadastral map with tenement lists, CDS including all digital data and all field notes should be handed over to the superintendent of surveys in charge of supervision for checking. Subsequent to the check and acceptance of the relevant maps by supervising officer, final printed copy of cadastral map and tenement list printed on plotting sheets supplied by the Survey Department and signed. They should be handed over to the supervising officer.

4.3 If any corrections are informed by the senior superintendent of surveys prior to pass the plan, it will be re informed via the supervising officer and the time spent for that will also be included to the contract period and plans and digital data should be resubmitted, completing the said corrections.

4.4 All materials/ documents obtained from Surveyor General or his authorized officer should be handed over and clearance certificate should be obtained.

4.5 If any amendment in a passed plan pointed out by the settlement commissioner in the investigation in terms of section 13 of the title Registration Act and any correction to be made in cadastral survey or map, due to the fault of the contractor, such corrections should be made free of charge by the relevant contractor.

4.6 When the survey work cannot be completed during the time agreed upon due to unexpected situations occurred, out of control of the contractor, acceptable reasons for the delay (If any) should be informed to the superintendent of surveys responsible for the supervision by using the prescribed form at least 15 days before the date of completion of work as per the agreement. Requests made in this regard will be considered for granting of concession. Authority will be delegated to the provincial surveyor general to grant the first extension for maximum of 14 days and if a second extension is required approval should be obtained, providing the application to the additional survey general (Title Registration) by the provincial surveyor General with his recommendation.

4.7 Sufficient satisfactory progress, consistent to the time spent according to the approved program should be produced by the Registered Licensed Surveyors. If unnecessary delay is shown, it will be informed to the contractor and if further delays are occurred the contract will be terminated subject to the conditions of the agreement without any payment.

4.8 All work should be carried out on the total supervision of the Surveyor General or an officer nominated by his authorized officer

4.9 Employing of others except the contractor or registered licensed surveyor who obtained the prior approval from the Surveyor General, in agreed field survey works, should not be done and if it is revealed later, contract will be terminated subject to the conditions of agreement, without making any payments.

4.10 Maximum number of the lots in a working block should be limited to 150 and as soon as it was found that the number of lots in this block were exceeded this limit, the boundaries of the block must be revised suitable.

4.11 The contract should be signed only for a maximum period of two months accordingly.

4.12 Establishment of control points required for the survey block will be done by the Survey Department and approval should be obtained from the supervising officers for the prepared control network diagram, including the control traversing, proposed to cover survey block. The surveys should not be initiated without such prior approval.

4.13 Relevant documents can be obtained, informing to the supervising officer. However it will not be allowed to bring any old document out of the departmental office.

4.14 Action plan for the field work of the area in which work assigned should be prepared by the contractor and it should be submitted for the approval of the supervising officer.

4.15 Name of the claimant, address and reference details of the document substantiate the ownership should be mentioned in field notes. However, only the name of the claimant should be given in the tenement list. In case of finding of claimants of certain land parcels are difficult, it should be informed to the investigation officer who attached to the area and Grama Niladhari and their assistance should be obtained. Surveying of individual land parcels which the claimants are not confirmed in addition to that related document should be attached to the file, should not be carried out without a permission of supervising officer.

4.16 Once the survey requestion / block was completed, the approval of the second agreement should be obtained from the Addl.SG (TR), prior to the sign of the second agreement.

5. Specification (Technical)

5.1 Surveying and drawing should be carried out in accordance with the chapter 21 of the departmental Survey Regulations and instructions given by the Surveyor General for cadastral surveys. Digital data relevant to the Cadastral maps should be prepared in terms of the provision of section 22 of Departmental Survey Regulations.

5.2 All surveys should be carried out connecting to the national co-ordinate system (SLD 99).

5.3 Surveys should be carried out by placing of land marks (in terms of land mark ordinance) or with permanent boundary marks for the boundaries of all land parcels, informed to be surveyed by the assistant commissioner of the Title Settlement in the relevant block or lands recognized in the field that boundaries are undisputed.

5.4 All land lots adjoining to a land with boundary dispute or referred to judicial action, should be surveyed as en-block.

5.5 Further instruction for surveying of problematic lands should be obtained from superintendent of survey responsible for supervision.

5.6 Adjudication of lands in survey block which the owner is uncertain or with boundary disputes, should be referred once to the title settlement officer via the supervising officer and action should be taken together with the investigation officers who comes for further investigations.