**ANDHRA PRADESH MUNICIPAL DEVELOPMENT PROJECT**

**CONSULTANCY SERVICES FOR UPDATION OF REVENUE DATABASE**

**AND RATIONALISATION OF HOUSE NUMBERING IN RESPECT OF 32 URBAN LOCAL BODIES IN A.P.**

**TERMS OF REFERENCE**

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**ANDHRA PRADESH MUNICIPAL DEVELOPMENT PROJECT**

**CONSULTANCY SERVICES FOR UPDATION OF REVENUE DATABASE AND RATIONALISATION OF HOUSE NUMBERING**

**TERMS OF REFERENCE**

# **Background**

The Andhra Pradesh Municipal Development Project (APMDP) is being implemented by Government of Andhra Pradesh (GoAP) with support from the World Bank. The Project development objective is to help improve high priority urban services in ULBs of Andhra Pradesh, and the capacity of ULBs to develop and manage urban services. The Project will support Updation Surveys in the financial, technical, and management capacities of all ULBs of AP through Technical Assistance (TA). The four major components of the project are:

**Component A:** State level policy and institutional development support aims at improving the state's policy and institutional framework to support service delivery and capacity building by ULBs;

**Component B:** Municipal capacity enhancement aims at enhancing the financial and technical capacity and operating systems of all ULBs;

**Component C:** Urban infrastructure investment to finance - sustainable, high-priority investments identified by ULBs to improve urban services or operational efficiency

**Component D:** Project management technical assistance aims at ensuring the quality of subproject preparation, implementation, and monitoring

Under Component A, the activities include: studies and Technical Assistance to help evaluate options to improve GoAP’s systems of urban finance, studies and TA to help draft and implement streamlined town planning procedures, establishment of a Geographic Information System (GIS) to support monitoring and planning of urban development at the state level, and to support the establishment of similar systems at ULBs.

The MA & UD Department, Government of AP is undertaking e-Governance initiative which is aimed at computerization of Urban Local Bodies (ULBs) in the State. The project is conceptualized to provide an Information Technology platform for all the ULBs and to develop an integrated view of municipal information across all ULBs in the State.

Accordingly, APMDP is supporting the implementation of the following institutional development initiatives, at State level and at all the ULBs in Andhra Pradesh.

* Systems integration services for implementation of e-governance solution in all ULBs Procuring Selection of Service Provider for cloud based data center cloud services for the Implementation of e-Governance Solution in all ULBs of A.P.
* Development of ICT enabled Integrated online building Permission Management system in the State of A.P
* Preparation of GIS base maps for all ULBs in the State of A.P.

As part of the technical support and assistance to ULBs and to supplement and complement the above activities, it is proposed to take up “Updation of Revenue Database and Rationalisation of House numbering in all ULBs of State of AP”.

One of the main objectives of the 74th Amendment of the Constitution is to make the Urban Local Bodies as efficient units of self-governance. To achieve this objective, the ULBs have to become autonomous and have to depend more on their own revenues. Revenue Updation Survey for all properties of ULBs is an important component of good urban governance. The finances of ULBs are not improving commensurate to their increased functions. Because of inadequate finances, ULBs are finding it increasingly difficult to provide and maintain adequate basic services of water supply, Solid Waste Management, Street lighting etc to its citizens. Many ULBs are unable to leverage and access funds for infrastructure development from Schemes of Govt. of India and also from other financial institutions including External aid agencies. Hence, updating of the revenue base of the ULBs is essential for improvement of urban services.

Property tax, Vacant Land Tax, Trade Licenses, Advertisement tax, Water Tax etc. constitute the major revenue sources of ULBs in Andhra Pradesh. Property tax is the single most important tax revenue and one of the critical tax instruments. Hence revenues from property tax have to show significant increase for revenue Updation Survey. Reform of the property tax systems is one of the mandatory reforms for MA & UD. In most ULBs, the weaknesses and deficiencies in the current system of property taxation does not allow for full exploitation of the revenue potential. Lack of availability of adequate reliable data base giving details of properties/assessments for municipal taxes and services is hampering proper planning and maintenance of services. The Indian experience shows that where efforts have been taken to strengthen the property tax database there has been marked growth in tax revenues. Hence, this “Revenue Database Updation Survey is given top priority for strengthening the managerial capacity of ULB.

Generally, improvement of finances is sought to be achieved by increase of tax/tariffs, rather than by overcoming the institutional inadequacies and improving the efficiency of revenue administration. The existing deficiencies in ULB taxation can be attributed to poor administrative and information systems currently in place. Substantial improvement in revenue accruals can be achieved by improving existing administrative and tax information systems in the ULB.

Rationalisation of House numbering in ULBs is also important for creating frame work for providing citizen-friendly services. Citizens are facing increasingly difficult due to non-contiguous/discontinuous house numbering as the same was done as the cities and towns developed, without any rationalized door numbering so far. Services delivery to the citizens can be improved through improved access because of easy and quick identification of location of buildings. Further, citizen services viz., welfare schemes, postal services, infrastructure planning etc. can be improved by ULBs, State Government departments and Government of India.

The functions of ULBs have expanded into various welfare and other activities, without proportionate increase in manpower. The best practices and efforts in some ULBs by dedicated officers by adopting different methodologies for Updating revenue database have yielded good results. Further, there is long felt need for accurate City level information base for planning and implementing various welfare and developmental projects. Based on the above experience and lessons learnt, it is proposed to take up Updation of Revenue Database and rationalization of house numbering, in all ULBs of the State.

Already APMDP is implementing GIS base maps preparation in all the ULBs of State through Consultants and also implementing Municipal ERP application covering all important activities of ULB administration. Now, the ULBs revenue base is proposed to be updated by creation of reliable and taxable information base, through comprehensive survey of important revenue areas of ULBs, in the context of e-governance and GIS base maps, in order to achieve strengthening of revenue administration.

# **Objectives**

The objectives of the Updation of Revenue Database and rationalization of house numbering are:

1. Strengthening of systems and putting in place a GIS Based Municipal Revenue Information System to streamline the process of levy and collection of taxes/fee to increase efficiency in tax administration
2. Tapping the full potential of property tax and other revenue sources which includes maximizing coverage and reducing exemptions by bringing all un-assessed/under-assessed/unauthorized properties/trades etc into tax net.
3. Making the system of assessment and collection of tax/fee simple, transparent, citizen-friendly, and equitable and discretion free, this would lead to increased tax compliance by citizens.
4. Enable speedy grievance redressal and dispute settlement.
5. Providing citizen friendly and scientific house numbering

# **Brief Description of Task**

APMDP intends to appoint Consultancy Agency for “Updation of Revenue Database and Rationalisation of house numbering” covering the following important revenue resources of the ULBs.

1. Property tax
2. Vacant Land Tax
3. Water Tax
4. Underground drainage charges (where UGD is available)
5. Trade Licenses
6. Advertisement tax/fee

The selected Consultant from is required to conduct survey and collection of all relevant data required for the assessment of the above said taxes and fee, including support for confirmation of the assessments, as per the rules and regulations of ULBs, for improving the revenues.

Under Rationalisation of house numbering, the Consultant firm shall be required to prepare rationalization plan as per house numbering guidelines for each ULB and support in finalization and implementation of rationalized house numbering system for each ULB.

All the above information shall be co-related and integrated with GIS base map and other related applications.

1. **Project Area**

The detail of ULBs and the properties (indicative) is given in Annexure 1. The Consultant firm shall visit the ULBs concerned and shall have adequate understanding of the magnitude of the task before participating in the bids.

To ensure timely completion of the project and deliverables, the Project Area is divided into following 5 Packages:

|  |  |  |  |
| --- | --- | --- | --- |
| Package No. | District (s) | No. of ULBs | Estimated No. of properties (Approx.) |
| I | Srikakulam & Vishakhapatnam | 7 | 1.12 lakhs |
| II | Vizianagaram | 4 | 1.32 lakhs |
| III | East Godavari | 7 | 1.05 lakhs |
| IV | West Godavari | 8 | 2.20 lakhs |
| V | Krishna & Guntur | 6 | 1.40 lakhs |

# **Scope of Work**

The selected consultant is expected to undertake the scope of work of updation of revenue database and house numbering, as described below for satisfactory performance of the services within the contractual framework.

The scope of the project broadly involves the following three components:

1. Revenue Database Updation Survey and
2. Rationalisation of House numbering.

The above components are to be taken up as parallel activities as completion of one component is not contingent upon the other component. However, the planning and implementation is to be done keeping in view the project requirements as a whole and the outputs are to be integrated based on requirements.

**Revenue Updation Survey** includes door-to-door survey of properties, measurement of properties, data gathering, uploading image of property, updating data in Property tax database and supporting the assessment confirmation process.

The complete task is focused on 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 (if any). The consultant will collect all relevant information as per the given format in Annexure.

The second major task is linkage of property database to updated different tables with updated Base Map (Graphical modifications as per property data collected). The consultant shall also work on house numbering system for the respective ULBs and suggest/simplify it, fixing of number plate for each property, take digital photograph of each property and link it with the database of the respective property in the GIS environment.

The consultant will depute key professionals in respective ULBs and all the activities like data entry, database generation & its linkage with base map with updation and to be carried out in the local project office in the respective ULBs.

The project team for each town provided by the consultants shall work closely with municipal officials and staffs of the respective ULBs to ensure the correctness and completeness of the collected data as part of the survey.

The client shall provide 1:1000 scale georeferenced base map with database of parcels, building footprint and utilities (like road, drainage, sewerage, water supply, hoardings etc) in soft copy maps along with high resolution satellite imagery in soft copy to the selected consultants which can be utilized for detailed household survey. The scope of work in detail is discussed below.

# **Tasks**

1. **Step 1: Collection of Existing GIS Base maps**

Consultant should collect the base maps as per their allotted package from APMDP to carry out the Revenue updation survey and house numbering.

1. **Step 2: Inception Report for all the above three components**

The draft inception report will be submitted by the consultant to the APMDP PMU for review. The review committee will carry out the review and provide the comments or necessary corrections with in fortnight from the submission date. The corrections once carried out, the final report is submitted to the concerned ULB and PMU for acceptance.

1. **Step 3: Revenue Updation Survey**

* Door to door survey and Assessment data updation with property assessment number of owner & geo-tagging of the property with building ID
* Preparation of Draft Base Map with properties and updation of missing/new buildings during survey to be carried out
* Quality check on data submission, data security guidelines & data verification
* Final Base Map Incorporating Feedback and Final Report with soft and Hard Copy

1. **Step 4: Rationalization of House Numbering**
2. Review and assessment of the relevant municipal information
3. Preparation of draft rationalization plan:
4. Survey of the localities/roads and preparation of localities maps
5. Correlation of Existing to New House numbering
6. Draft initial gazette
7. Fixing of Smart House Number Plates
8. Incorporation of the new house numbering to GIS
9. Final Base map incorporation with the existing and new House Number
10. **Step 5: Incorporating data in GIS base map and preparation of Final Base Map after Feedback and Final Report**
11. Updation of GIS base map as per the survey carried out
12. Database to be linked to the Build id and property assessment number as per the Revenue records.
13. Incorporating the new House number for each property
14. Creating final data base with updated Property thematic layer and database.
15. Final Base map incorporation with the existing and updated House number and property database
16. **Step 6: Training through Knowledge Transfer for Two weeks to the ULBs officers and APMDP team.**
17. Training to read and update database
18. Hands on experience to append the database time to time as per the revenue records

# **General Terms & Conditions**

* The consultant firm / agency shall return the satellite images, original data, processed data and maps and also any other data collected for the project to the client. He shall give an undertaking that they shall not use the above images/data/ maps for any other purpose other than the project. The consultant should not hold any data satellite data filed collected attribute data & filed notes GIS data etc.) in any form either digital or hardcopy.
* Consultant should ensure only authorized personnel / staff are handling the High

Resolution satellite Data and GIS data. Consultant is responsible for any misuse of the data and loss of data.

* The consultant should bear all the costs associated with their visit to the client, preparation & submission of their proposal and contract negotiations
* The consultant should take care of all the required hardware & software licenses required for the execution of the project.

# **Brief Approach and Methodology**

# **Updation of Revenue Database**

# **Review of existing situation**

1. Review and collection of data for Revenue Updation Survey.
2. Review of assessment/sanction/licensing procedures;
3. Collection of data either in soft copy or hard copy through accessing the ULB data.

‘The data includes Assessment Registers and DCB registers of -- Property tax, Vacant Land Tax, Trade Licenses, Water Tax and Underground Drainage charges, Advertisement Tax/Fee.

The review shall also include information related to --- Revenue wards, Election wards, Census, colonies, slums etc. It will include Door to door survey and Assessment data updation with property assessment number of owner & geo-tagging of the property with building ID.

# **Finalisation of survey design and methodology**

The survey formats and survey application is provided by the APMDP to the selected agency to carry out survey and in order to achieve uniformity, common formats will be developed by the department.

The Field survey plan and implementation methodology shall be finalized based on the feedback from the Consultants after their visits to ULBs.

The final survey formats are to be loaded into Tablet PC or mobile platform for undertaking the survey.

The data structure (refer Annexure II) for all ULBs will be finalized and provided by Department to achieve uniformity in data collection, utilization and integration with other data of e-governance applications. The survey data collection and the information is to be captured / updated in data base at the time of survey and incorporated as a layer in the base map.

# **Detailed survey and verification**

The consultant shall organize detailed property survey with total built up area, area on ground floor and verification of total area with floor wise structure and usage detail for each property as per the suggested format and its database generation and integration with updated Base Map.

The selected consultant shall study existing holding/house numbering system of the respective ULBs and develop an improved, simplified and rational numbering system and fix house number plate for each property within the municipal boundary of the respective ULBs. During the survey the consultants shall collect and verify the following information for each property as per property survey format given in Annexure II. The format is in three parts: First will be filled on the basis of information provided by the property owner to complete the self-assessment form and it this will be verified by the consultant during survey. Second will record other information about the property and will be collected by the surveyor in case of multi-storey buildings and commercial/industrial firms. The third format is to record the measurements of the each property.

1. Parcel ID as per phase I and date of survey

* Residers 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. If property usage category fall in more than one category separate sheets will be attached with the form mentioning.

1. 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 , Landline number to be recorded
* New (Existing) House Number, Old House Number (If any)
* Water tax number Electric connection consumer ids
* Occupancy status: rented /self-occupied/mix.

1. Total area on ground floor and total Built up area in case of individual buildings only

* 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
* Age of Building
* Record of Presence of Rain water harvesting system

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

* Apartment/Building Name
* Total No. of Properties
* Lift Facility
* Total built up area
* Total number of floors excluding cellar/stilt
* Total open space area
* Status of different facility like lift, power backup, parking, fire fighting
* Total no. of residential and non-residential properties
* Source of water for the building

1. 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

1. Compilation of Data as per database structure

APMDP PMU will provide in database structure for Property; the consultant will compile the data strictly as per provided database structure. The consultant shall also integrate existing house 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.

1. Integration of Database with Base Map and its Updation

The selected consultant will integrate the final database for each property with the updated base map and also update the thematic layers of base map accordingly.

1. Digital Photograph of each Property geo tagged with Base Map

The selected consultant shall take digital photograph of each property and it should be linked with respective database of the building in base map. The photograph has to have the default date and time of the photography.

# **Description of each deliverable**

# **Inception report**

The consultant shall undertake a detailed assessment at each of the ULB under the assigned package. The Consultant shall verify the area of the images required to be acquired and shall immediately take necessary steps for acquisition of the image. The assessment shall be done for studying the current practices in place for day-to-day operations, related documents used by the department, along with the assessment of various data/ metadata available with the ULB.

After the assessment, the inception report has to be brought out with details including but not limited to the assessment procedure, data sets available and data gaps identified (shall cover Assessment data also), personnel available in each department. **The consultant shall submit the Inception report Package wise.**

Additionally the report shall consist of Project plan **(Gantt Chart, Pert Chart etc.),** mobilization plan with detailed schedule, availability, survey plan for field surveys to be conducted, Quality Plan where for every task should include the quality checks (internal) and submission to the Client at ULB and APMDP PMU for quality checks in hard and soft copy as per the deliverable of the task and shall conform with or without modification of the methodology and schedule of deliverables included in this proposal.

The Performa for conducting various surveys/ collection of data and survey plan to be proposed will be further finalized after discussions with selected consultants and PMU before finalizing inception report also be given. The consultant shall provide details of the staff and resume of Key experts who will be assigned for the project. The staff has to be made available for this project from the date of approval of inception report as per the work plan requirements. The consultant shall also undertake the necessary steps to undertake collection of Cadastral maps, Layout plans and Property Assessment records data (Hard or soft copy as available with ULB’s). The permissions are to be obtained within 1 week from the date of award of contract. The C&DMA Department, Government of Andhra Pradesh shall provide the necessary authorization letters to the Consultant.

The Inception Reports of all the Consultants shall be presented and discussed before Review Committee at State level to arrive at a common and standardized approach to the assignment. The Review Committee shall provide its feedback to the Consultant(s) within one week from the submission of Inception report (Package wise). The consultant has to only undertake the project as per the suggested methodology by the Review Committee. There shall not be any deviation from the set methodology without the prior approval of the Review Committee.

# **Orientation Training**

Orientation training is to be given to the field survey staff on the following:

1. Do’s and don’ts while interfacing and working with citizens and ULB officials and other stakeholders.
2. rules and procedures of tax/fee assessment of the above taxes/fee
3. methods of surveying which includes physical verification of property/assessment , measurement of sizes etc
4. operating the tabs for updating the data from field
5. other relevant practical guidance as may be required.

# **Field survey of Assessments**

This involves 100% doo-to-door survey of all assessments as follows:

* 1. Taking photograph of building or Open plot of each Building/Plot Identification Code for linking/co-relating to GIS data base. (One building/plot may have one or more assessments.)
  2. Collecting Property assessment Number of the property owner and Geo tagging it with Building Id
  3. Verification of the features of building and co-relating with assessment data for proper identification of the assessments in the building.
  4. Collection of assessment information and taking measurements required for re-assessment/rectification on 100% basis.
  5. Taking photographs of each assessment and linking with each assessment record for proper georeferencing.
  6. A standard format for the collection of data as part of the survey of each property to be followed as per the Annexure II.
  7. The same format to be taken on the tab for the data collection by the implementing agency along with the GIS base map.
  8. Each property to be assessed needs to have the building ID form the GIS Base map attributes. Whereas the property assessment number may be multiple for the Build id to showcase the number of assessment in the Building foot print captured.

# **Finalisation and entry of assessment information**

This involves finalization of the observations and data collected into information required for assessment and entry of the same as follows:

1. Finalisation of assessment and recording information into the Survey data sheet for and should be countersigning by the Designated Officer of ULB on the draft submitted records.
2. Entry of assessment information into the e governance application through Tablet P.C. is to be done by the survey team. However, it is only the Designated Officer, who is authorized for posting the data into application, shall “submit” (post) assessment information. The reasons for reassessment or new assessment shall be recorded for proper information to the assessee. The entry and submission of survey information through tablet PC shall be completed on the same day without fail. Subsequently, the designated Nodal Officer, after random check, will forward assessment information to the Commissioner for approval of the assessment.
3. Co-relating of assessment information to the GIS unique identification code which is to be checked properly for 100% accuracy. This is of utmost importance as assessment information forms the basis for all the other ULB functions such as building sanctions, trade licenses, etc. (The GIS base map work is being carried out at ULB).
4. A detailed co-relation statement of GIS unique identification code and the assessments within the building/open plot is to be submitted for random check by designated Nodal Officer in hard and soft copy.

# **Supporting the assessment confirmation process**

This involves supporting the ULB in the confirmation of assessment as follows:

1. Supporting in the generation of Special notices based on the revised information after approval by Commissioner for revision of assessment and supporting in the service of special notices to the assessees.
2. Supporting the grievance resolution through verification of the appeal petitions and ensure speedy disposal of appeals.

*Note:*

* In case of property tax, the information should include name and address of the owner, name of tenant, plot area, built-up area floor-wise, use to which property is put, the year of construction, the type of structure and details of assessment if already assessed.
* In case of Vacant Land Tax, the detail of approved/regularized/unapproved layout plots/parcels of land is to be collected. It shall be required to collect all relevant information in regard to the change of status of all properties by way of completion of structure/addition to the building, change of occupancy or use status or any other such event which shall have an effect of changing the property tax liability.
* In case of Water Tax, the details of connection and the number of Households/Non-residential Units to which it is catering, is to be collected for each premises/GIS unique code building for analyzing the coverage of and access to ULB piped water network

# **Rationalisation of House numbering**

Rationalisation of House numbering work shall be done in parallel to the Updation of Revenue Database work and the scope of work is as follows.

# **Approach and Methodology for Field Survey and Rationalization of House Numbering**

The work relates to collection of data, verification and co-relating to the existing ULB data to make it 100% accurate. The Consultant shall work closely under the guidance and supervision of ULB officers and staff. The work involves financial and social sensitivities; the Consultant shall adopt suitable approach based on the facts and circumstances of the situation under the guidance of Commissioner of ULB.

Consultant is encouraged to propose detailed approach and methodology with timelines for execution for ensuring quality data collection and integration, benefits of adopting the proposed methodology, strategies for future updating and up scaling of the data basis of previous successful experience or best practice adapted in the other state/Municipal corporation etc.,

Based on the experience and feedback from officials and Consultants engaged, broad frame work will be finalized

1. Review and assessment of the relevant municipal information is to be undertaken in consultation with municipal officials.
2. Preparation of draft rationalization plan: The City/town is to be demarcated into different Zones/Localities/Areas based on geographical features and other parameters of the relevant guidelines. This is to be followed by demarcation of city/town roads into different major/medium/minor roads/streets along with their start and end points as per guidelines. Accordingly, the Plan for rationalization of house numbering is to be prepared in consultation with the designated Nodal Officer and is to be approved by the Commissioner.
3. Survey of the localities/roads is to be done based on approved plan. Based on survey, scientific allotment of house numbering based on GIS unique identification code and Street name/numbering etc. is to be done as per the approved procedure.
4. The proposed new house numbers are to be properly co-related with the existing property tax assessment numbers/door numbers. Preparation of correlation statements of house numbers showing the old house numbers and new house numbers is to be done for proper referencing. Random check of field verification of GIS data base and linkage with GIS unique code and rectification of defects found if any and making the co-relation of house number and other information accurate and fool proof.
5. Draft initial gazette as per requirements is to be prepared for approval by competent authority. After publication of initial gazette, the objections and suggestions are to be examined and necessary modifications if any may be suggested for approval by the competent authority.
6. The draft final gazette giving the details of old and new house numbers and streets is to be prepared for approval and final publication. Thereafter, the premises numbers as per new approved house numbering are to be embossed on the number plate as per the specifications given on each house. The new house numbers are to be incorporated into the municipal revenue and GIS data base.
7. Fixing of Smart House Number Plates: Thereafter, the number plates containing the premises/house number and Smart House number are to be conspicuously affixed on each house.
8. .The size of the number plate shall be 150mm in length, 80 mm in width and 1.0 mm in thickness with letter and numbers embossed in white with red background color. The specifications of the number plate shall be as approved by the Director of Municipal Administration at the time of Project Kick off Meeting.
9. The new house numbers are to be incorporated into the municipal revenue and GIS data base of e-Municipal ERP system.

# **Integration of Property Updation Survey data with GIS Base Map**

1. Integration of Property data with updated GIS base Map along with the House numbers to be assigned for each assessed property.
2. The data structure to be the same as that of ERP module which has to be finally integrated for the Updation Survey assessment of revenues through property tax.
3. Final base map to be prepared along with revised revenue data

# **Quality check**

Detailed quality check needs to be taken up for draft GIS base map with Property Updation Survey data along with house numbering. As part of the quality check the database and GIS base map with property assessment numbers has to be checked for correctness and completeness by the consulting agency along with the officers of ULB;

# **Outputs and Deliverables**

Under this contract, Consultant’s payments will be based on outputs and deliverables. It is important to note clearly and in detail the exact outputs required and what they should contain. The desired outputs and deliverables under this contract for all the towns are as shown below:

1. Integrated GIS base Map with Property data & House numbers.
2. Reports
3. Property Tax Assessment reports
4. Vacant Land Tax Assessment reports
5. D&O trade Licenses reports
6. Water tap / meter connection reports
7. UGD Connection Reports
8. Advertisement tax/fee assessment reports
9. GIS Property Unique Identification Code correlation statements for all the above taxes/fee Reports
10. Rationalised house numbering plan along with correlation statements
11. Fixation of house number plate with GIS unique code premises Report

The data to be provided in soft and Hard Copy for all the properties in the ULB’s

# **Project Progress Reports for each Package**

The reports shall contain the existing information and revised final assessment information along with other relevant information as required.

*Reports for each Town:*

1. Inception Report along with the detailed survey design and methodology; and work schedule – 5 sets and soft copy
2. Progress reports for review meetings as per the required format discussed and agreed at the time of project kick off.
3. Project Progress Report (to be submitted every 15days after submission of Inception report and also after completion of each sub task) – 5 sets hard and soft copy
4. Detailed Project Report at the end of the Project – 5 sets in hard and soft copy

# **Requirements to be provided by ULB**

The ULB shall provide among other things, the following records/information:

1. Map consisting of ward /division/locality boundaries if available.
2. Existing information about properties in hard/soft copies.
3. Identity cards for conducting survey in ULB.
4. Gazette copy of Rates of all the above said taxes/fee.
5. Guidelines on rationalization of house numbering
6. Any other records or information as may be required for undertaking the task
7. Task related official support for the survey team at the time of survey on field
8. A dedicated revenue official to be made nodalofficer to review the day to day data collected as part of the updation of properties information

*Note:* All necessary equipment including Laser devices for measurements and Tablet PCs etc. for conducting survey and entry of information, shall be procured by the Consultant.

# **Implementation framework**

The Updation of Revenue Database work is taken up in support of the ULB activities. The entire activity shall be owned by the ULB. Commissioners is the implementing agency at ULB level and shall co-ordinate and support the entire work to prevent and address all issues during survey and shall review on daily basis for effective implementation. He shall constitute a special cell exclusively for this purpose, for providing necessary support. He shall designate Nodal Officer and other officers/staff exclusively for survey work as per the list provided by RDMA. Any difficulties in the survey shall be monitored and redressed from time to time for smooth and speedy implementation of the task.

Regional Director of Municipal Administration is the Implementing Agency at Regional Level. He shall plan and co-ordinate the work for achieving the desired results. He shall identify the competent officers and staff as Nodal Officer/Designated Officers, from different ULBs in consultation with Commissioners and shall provide the list of Nodal Officer and officers/staff for appointing/authorizing them by the Commissioner. He shall also conduct field inspections and quality checks for effective implementation. The quality check will be carried out at ULB level along with consultant for the field level survey by the Bill collector incharge for the wards. The final data will be checked by the nodal officer and also to be approved by RDMA. If the errors are less than 5% the data will be accepted but more than 5% the properties are to be resurveyed.

At State level, Director of Municipal Administration will act as implementing agency and will designate Additional Director/Joint Director exclusively for monitoring the progress and for effective implementation of this work.

# **Review and Appraisal**

Regional Director shall constitute a Review Committee for reviewing and monitoring the progress. Nodal Officer shall submit Fortnightly Progress report to the Regional Director of Municipal Administration. The remarks on the progress are to be communicated on the same day to the Consultants for further action.

The final survey information along with reports will be appraised by the Commissioner of ULB based on recommendations of Nodal Officer. After appraisal, Commissioner of ULB will recommend the work bill to the RDMA/RDTP for countersignature and release of payment by APMDP.

# **Schedule for completion**

The Consultant is expected to complete the work in 6 months from the agreement date. The detailed schedule for completion of activities is as follows:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activities** | **Cumulative Time fixed for completion from agreement date (T)** |
| 1 | * Review of Municipal rules and regulations; collection of all relevant data from different sources; mobilization of field teams; Submission of inception report detailing survey design, and methodology; * House numbering: Draft rationalization plan for house numbering | T + 2 weeks |
| 2 | * Approval of survey design and methodology procurement of necessary equipment; and Orientation training to field survey teams * Approval of new house numbering plan | T + 1 month |
| 3 | * Completion of 40% of the Updation of Revenue Database work; field verification of ULB data; and revised data collection and entry simultaneously. * House numbering: Completion of 50% field and correlation work | T + 3 months |
| 4 | * Completion of 80% of Updation of Revenue Database work as above * House numbering: Completion of 100% field and correlation work and draft gazette preparation | T + 5 months |
| 5 | * Completion of 100% identification and verification of all assessable tax/fee units; and Generation of notices for increase/change of tax/fee; * House numbering: Publication of Final Gazette and Completion of Rationalisation of House numbering: Integrate with GIS base map and MIS | T + 6 months |
| 6 | * Detailed Report on revised assessment information of revenue sources; and Final orders of revised assessments | T + 6 months |

# **Terms for provision of the services and reporting**

1. The consultant will correspond with and report to Commissioner of ULB/RDMA/RDTP. All escalations may be addressed to DMA and APMDP for resolution.
2. The consultant shall work according to the deadlines provided in the current RFP/ToR.
3. The consultant shall conduct in a professional and ethical manner, and shall ensure that none of its actions have an adverse effect on the APMDP project.
4. The consultant will set up site office in project area for the project period with required infrastructure.
5. The consultant shall appoint Project Manager and other officers/staff as stipulated, who shall work in close contact with the local ULB.

# **Expertise and Inputs**

The professional requirements of personnel to be provided by the selected bidder 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. /No.** | **Key Position** | **No. of Persons** | **Area of Specific Expertise desired** | **Minimum Qualifications and professional experience desired** | | **Man months Required after commencement of work** |
| 1 | Project Manager | 1Per package | Taken up large revenue survey and GIS projects | Post-graduation in Business Management/Urban Planning/Any Civil Engineering subject/Architecture with 8 years of experience in Survey projects and execution of one similar survey project as Project Manager. | 6 Months | |
| 2 | Dy.Project Manager (Survey) | @1 Each ULB | Undertaking revenue Updation Survey/similar surveys as Project Manager/Manager | Graduation in Urban planning/ Any Civil Engineering subject/Architecture with minimum 5 years’ experience and track record of undertaking minimum similar Two such tasks as Dy.Project Manager. | 6 months | |
| 3 | GIS Expert | 1 per package (In-house) | GIS integration of survey and knowledge of Rationalisation of House numbering with the Maps | Post-graduation/Graduation in Geoinformatics/Geography/ Geology/Urban Planning/Environmental sciences/B.Plan/B.Tech/Diploma with GIS training Experience of 5+ years with minimum experience of two tasks | 4 months | |
| 4 | CAD Expert | 1 package (In-house) | undertaking House numbering system in ULB for similar with the GIS base Maps | Post-graduation/Graduation in Geo-informatics/Geography/ Geology/Urban Planning/Environmental sciences /B.Plan/B.Tech/Diploma with CAD & GIS training Experience of 5+ years with minimum of two tasks | 3 months | |

The Consultant shall deploy sufficient number of Survey Supervisors and Surveyors on field as per methodology and project requirement.

This team of key professionals shall be adequately supported by junior staff in requisite disciplines including Finance/Management and IT.

The work experience proof of the employees should be submitted to ensure genuine experience.

# **ANNEXURE I**

**LIST OF 31 URBAN LOCAL BODIES AND APPROXIMATE PROPERTIES FOR UPDATION OF REVENUE DATABASE AND RATIONALISATION OF HOUSE NUMBERING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | ULB Name | No. of Properties(approxi.) | S.No. | ULB Name | No. of Properties (approxi) |
| 1 | Srikakulam (VUDA) | 46512 | 17 | Amalapuram | 25952 |
| 2 | Ichapuram | 15000 | 18 | Tuni (VUDA) | 16852 |
| 3 | Palasa-Kasibugga | 21000 | 19 | Palacole | 25550 |
| 4 | Amadalavalasa (VUDA) | 16000 | 20 | Narsapur | 24772 |
| 5 | Rajam (VUDA) | 14000 | 21 | Nidadavole | 19564 |
| 6 | Vizianagaram (VUDA) | 78216 | 22 | Kovvur | 16207 |
| 7 | Bobbili | 15637 | 23 | Tadepalligudem | 41514 |
| 8 | Parvathipuram | 19500 | 24 | Tanuku | 19188 |
| 9 | Saluru | 19613 | 25 | Bhimavaram | 56606 |
| 10 | Anakapalle (VUDA) | 21268 | 26 | Eluru Municipal Corporation | 64843 |
| 11 | Bheemunipatnam (VUDA) | 15138 | 27 | Nuzvid (CRDA) | 16573 |
| 12 | Pithapuram | 11620 | 28 | Gudivada (CRDA) | 35152 |
| 13 | Samalkot | 24392 | 29 | Pedana | 11184 |
| 14 | Peddapuram | 21756 | 30 | Machilipatnam | 74968 |
| 15 | Mandapet | 14407 | 31 | Jaggaiahpet | 16700 |
| 16 | Ramachandrapuram | 13265 | 32 | Narsaropeta | 29319 |

# **ANNEXURE II**

**Field Data Sheet Format for Revenue Assessment and Rationalization of House Numbering**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Map ID: |  |  |  |  |  |  | | Date of Survey: | | | | | | | | | | | | | D | | | D | M | | O | | N | T | H | | | Y | | Y | Y | Y |
| Parcel ID: | |  | | | | | | | | | | | | | | **BUILD\_ID** | | | | | | | | | | | | | |  | | | | | | | | |
| Resider’s Name: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resider’s Status (√ mark in the box) : | | | | | | Owner | | | | |  | | Tenant | | | |  | | | Employee | | | | |  | | Other | | |  | Remarks | | | | |  | | |
| Property Usage (√ mark in the box) : | | | | | | Residential | | | | | | | | |  | | Non – Residential | | | | | | | | | | | | |  | Mixed | | | | | | |  |
| Occupancy status (√ mark in the box): | | | | | | Self‐Occupied | | | | | |  | | | Rented | | | | | | |  | | | Mixed | | | | |  | *Tick Mark* ***(√)*** *in appropriate box* | | | | | | | |
| Category in case of Non‐Residential use of Property | | | | | | | |  | |  | | *Please fill the proper code as mentioned below in* **Category in case of Non‐** | | | | | | | | | | | | | | | Category Detail as per Code | | | | | | |  | | | | |
| Owner Name (As per record): | | | | | | *Property owner Name must be as per record available with municipality.* | | | | | | | | | | | | | | | | | | **Aadhar No of the Owner** | | | | | | | | |  | | | | | |
| Owner’s Father or Husband Name | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | *Mention Building Name (if any), house no/flat no., road name, locality/colony and Pin code of the area* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ward No. |  | | | | | | | | | | | | | | | | | | | Election Ward No | | | | | | | | |  | | | | | | | | | |
| E‐mail ID: | *If available* | | | | | | | Contact No. : (Mobile Number) | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Land Line No. : | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Property Assessment Number** | | |  | | | | | | **Building Permission No/ BRS/BPS No** | | | | | | | | |  | | | | | | | | **Age of the Buildings** | | | | | | | | |  | | | |
| **Existing House /Door Number** | | |  | | | | | | **Plot No** | | | | | | | | |  | | | | | | | | **Geo-tagging of Property (Property Photo No.)** | | | | | | | | |  | | | |
| Electric Connection No./Consumer ID ***(as per Electricity Bill)*** | | | | | | | | | | |  | | | | | | | | Lat/Long of Property | | | | | | | | |  | | | | | | | | | | |
| Water Connection No. / Consumer ID ***(as per Water Bill)*** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sewerage Connection (Y/N) | | |  | | | | Sewerage Connection No *(Under Ground Drainage)* | | | | | | |  | | | | | | | | | Source of Water (Own – 01; Municipal Connection – 02; Public Tap – 03) | | | | | | | | | | | | | |  | |
| Rain Water Harvesting System (Y/N) | | |  | | | |
| Plot Area (In Sq. Feet) | | | | | | |  | | | | Total Built up Area (In Sq. Feet) | | | | | | | | | | | | | | | | | | | | | *Mention Total Built up Area in Sq. feet after measurement* | | | | | | |
| Total **Self Occupied Residential** Built up Area | | | | | | |  | | | | Total **Rented Residential** Built up Area | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Total **Self Occupied Non ‐ Residential** Built Up Area (In Sq. Feet) | | | | | | |  | | | | Total **Rented Non ‐ Residential (Built up Area in Sq. Mts)** | | | | | | | | | | | | | | | | | | | | |  | | | | | | |

1. **Parcel ID as per Base Map** **Land Parcel**
2. **Category in case of Non‐Residential use of property**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Non‐Residential use of property** | **Code** | **Non‐Residential use of property** |
| 1 | Hotels, Mess, Canteens, Coffee Houses, Tiffin Centers, Restaurants, bars, clubs, health club, Cinema Houses, Guest houses, Marriage Halls, Service Apartments, Fast food centers, | 6 | Industries and workshops |
| 2 | Shops, Show room | 7 | Schools, colleges, and other educational institutions, research institutions, all coaching and study centers and all fees collecting properties owned by individuals or institutions. |
| 3 | Commercial offices, financial institutions, insurance and financial services businesses, Commercial Houses, Banks, ATM centers Hospitals and Nursing Homes, Dispensaries, Laboratories, Clinics &etc | 8 | Educational and social institutions run by charitable trusts on no-profit no-loss basis for benefit of poor, physically challenged, social security of women and children |
| 4 | State Government office and semi-govt. offices and institutions &etc | 9 | Religious places including facilities for Boarding or Lodging for which some charge albeit nominal is made. Such Religious places shall include all Temples, Mosques, Dharma Shalas, and Ashrams, markaz, HazBhawan, churches and Monasteries. |
| 5 | Central Government owned properties | 10 | Any other properties not covered under (1) to (9) |

**Floor Wise Total Built up Area with Usage: (Area must be in Sq. Feet)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | ***Usage*** | **Residential** | | | | | | **Non‐ Residential** | | | | | | **Any Other** | | | | | | **Total Area** | |
| ***Construction Type*** | ***RCC/RBC*** | | ***Asbestos or Corrugated*** | | ***Others*** | | ***RCC/RBC*** | | ***Asbestos or Corrugated*** | | ***Others*** | | ***RCC/RBC*** | | ***Asbestos or Corrugated*** | | ***Others*** | |
| ***Floor*** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** | **S** | **T** |
| 1 | Basement/Cellar/Stilt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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)

Signature of Property Owner/Occupant Signature of the ULB representative Signature of Surveyor

**Field Data Sheet Format for Property Survey to Collect other Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In case of Multi‐storied Building ‐ Commercial Complexes or Residential or Non-Residential Multi‐ storied Buildings(Please collect below Information also):** | | | | | | | | | | | | | | | | | | | |
| Apartment/Building Name: | | | |  | | | | | | | | | Total Built up Area (In Sq. Feet) | | | | |  | |
| Total No. of Properties (All Types of Properties) | | | |  | | | 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 Properties | | | |  | | | Total No. of  Non – Residential Properties | | | | |  | | | Source of Water for Building (Own/Municipal connection /Any Other) | | | |  |
| **In case of Commercial/Industrial (Please collect below Information also):** | | | | | | | | | | | | | | | | | | | |
| Shop No\* |  | | | | | Floor No | | |  | | Shop Area (In Sq. Feet) | | |  | | | | | |
| Owner Name | | | | | |  | | | | | | | | | | | | | |
| Shop/Industry Name | | |  | | | | | | | | | | | | | | | | |
| License Status | | Yes | | | No | | | **TIN No**. : (As per  document/certificate provided by municipality) | | | | | | | |  | | | |
| License Validity | | | | | | | | | | Validity Date in Month-YYYY format | | | | | | | | | |

Signature of the Surveyor Signature of the ULB representative Signature of Project Coordinator

\* In case of more than one shop in a property fill separate form of shop and attach it with same Property