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GSTNO: 06AAATI4588F1ZK

**Kanwar Surjit Singh Institute for Spatial Planning and Environment Research, India**  
(Formerly known as Institute for Spatial Planning and Environment Research, India)

To,  
Spatial Planning Associates,  
H. No. 166 Village Shankar,  
Ludhiana, Punjab-144042  
Email: skgrewal93@gmail.com

Kind Attn: Sandeep Singh

Dear Sir,

**Subject: Work Order for Property Survey and Procurement and Fixing of Plates of UID Numbers to all the properties of Malerkotla town, Punjab**

References:

1. Meeting held on 13-10-2022 at KSSISPER Headquarters, followed by Telephonic Communications

Dear Sir,

This has reference to your proposal and the subsequent correspondence, discussion as referred above for Property Survey.

We are pleased to place this Work Order on you for above said subject to be carried out in Malerkotla Town, Punjab. The scope of Work is attached as Annexure-1 to this Work Order.

Please note that the scope of services and deliverables will be as per the documents attached.

**1. PRICE:**

Price agreed for the said studies at the site as per scope attached is as below.

1	Property Survey and Procurement and Fixing of UID Number Plates for properties in Malerkotla Municipal Town, Punjab	INR 25,00,000/- (Rs. Twenty Five Lacs Only) All Inclusive
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**TAXES AND DUTIES:**

The order value indicated above is including all Taxes. For any out of pocket expense, local transportation etc. no further payment is eligible as per the scope.

**2. DELIVERY SCHEDULE:**

The completion schedule is 3 month, and any further would be mutually discussed and agreed upon

It is very important to note clearly in detail the exact outputs required and what they should contain. The desired outputs & deliverables Under this contract are as shown below

1. The Agency will collect all other existing/available property related data per format given by MC Office Malerkotla.
2. Agency will create property survey based Maps, If during the survey any additional

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**For Spatial Planning Associates**

*Sandeep Singh*  
Proprietor

property/ partitioned property is found the UID will be split & a Sub UID will be assigned.

3. Fixing of House Number Plate and Vacant plots demarcation on maps.
4. Digital photograph of each property attached.
5. Submission of Hard /Soft copies of survey sheets to KSS-ISPER.

***The draft and final Excel sheets shall be delivered in English.***

**3. OTHER TERMS:**

- (i) Price indicated above is firm till the completion of work (three months).
- (ii) Jurisdiction of operation of contract shall be India only.

**4. FORCE MAJEURE:**

In the event of unforeseen causes beyond control and without fault and negligence of the Contractor including (but not restricted to) act of God of Public enemy, action of Government in its sovereign capacity, floods, epidemics quarantine, strike, lockouts, fires, explosions, accident's, stoppages in the supply of power, civil commotion riots, wars or warlike acts, insurrections, mutiny, changes in statutory regulations, governmental measures or decrees, embargoes, natural catastrophes, fire, rejection of a major work piece etc. the execution of work will be extended. In the event of any of the aforesaid contingencies, unusual or extra ordinarily prolonged, FIPL will be promptly kept informed by the contractor by fax/telegram followed by confirmation in writing with documentary proof within 15 days of the commencement and completion of force majeure circumstances. The extension of Contract period/completion time shall be in keeping with the duration of the force majeure event.


You are requested to please sign and return the duplicate copy of this Work Order duly signed and stamped on each page as a token of your acceptance. Also please confirm your Bank details as given below.

Please provide your Bank account number along with the IFSC code along with the work order acceptance copy.

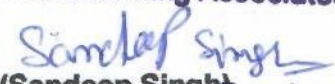
Thanking You

**Kanwar Surjit Singh Institute for Spatial Planning and Environment, Research, India**  
**CONTRACTOR'S ACCEPTANCE: For SPATIAL PLANNING ASSOCIATES**

We accept the Work Order.

  
Secretary General  
(Kanwar Surjit Singh) Institute for Spatial  
Planning and Environment, Research, India  
Panchkula, Haryana

**For Spatial Planning Associates**

  
(Sandeep Singh) Proprietor  
Received, Agreed and Accepted  
Spatial Planning Associates  
(Authorised Signatory)



## ANNEXURE - 1

### **1. BROAD SCOPE OF WORK**

- A. The complete task is focused on detailed door to door survey of each property/holding, capturing its location (lat/long), its measurement for property taxation as per Punjab Municipal Corporation Act, 1976 or Punjab Municipal Act, 1911, within municipal area through High resolution Imagery.
- B. The firm will collect all relevant information as per approved format.
- C. The firm shall also work on providing Unique ID for the respective ULBs and suggest/simplify it, fixing of QR code enabled house number plate for each property, take digital photograph of each property
- D. The firm's key professionals in respective ULBs will be responsible for all the activities like data entry, database generation & its linkage with base map with updation will be done in the respective ULBs. The project team for each town provided by the firms shall work closely with municipal officials and staffs of the respective ULBs and to ensure long term sustainable improvement in municipal record keeping.
- E. The firm shall procure, ready to use survey details in standard File format-which can be utilized for gis integration . The detailed scope of work is discussed below:
  - I. Agency will capture GPS points (geo tagged photographs) according to notification letter of Zone/Block Boundary /Locality Boundary.
  - II. The Agency will collect all other existing/available property related data from the ULB & other departments.
  - III. Zone Boundary/Block Boundary/Locality Boundary will be divided in to Sub Zone/Sub Block Boundary / Sub Locality Boundary according to Colony/locality if required..
  - IV. The expectation is to create centroid point feature of the property
  - V. Database structure design for property/holdings to keep all records collected during field survey and as mandated for property tax calculation as per Punjab Municipal Corporation Act, 1976 & Punjab Municipal Act, 1911 and its amendments. Also highlight the new properties in different categories identified, change in area or category in properties vis-a-vis the existing digitized property tax records.
  - VI. In case of updation, integration and verification of existing holding data available with ULBs through contact survey.
  - VII. The details to be collected through contact survey for property in Survey Form should include:

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**For Spatial Planning Associates**

*Sanjeev Singh*  
Proprietor

**a) Individual buildings**

- Owner Name, Father/Husband Name of Owner, Property, Address, Mobile number of property owner.
- Property Address must contain locality and Road name, if available.
- New (Existing) Holding Number, Old Holding Number (If any) Zone number, Block No, locality.
- Occupancy status: rented /self-occupied/mix.
- Total number of floors
- Total area on ground floor and total Built up area and other parameters necessary for property tax calculation shall calculated .
- In case of individual Flats in an Apartment or multi-storey building Super Built up area will be considered as total built-up area.
- Water connection, sewerage connection No ID.
- Measurement detail through imagery - plot area, total built up area and its break up collected through measurement of buildings, flats, and plots by the surveyor.
- Uses of Property - If the use of property is mixed please specify use the property area wise.
- Property: tax , ID if available
- Other information as mentioned in the format.
- Year of Construction
- Digital photograph of each property within the municipal boundary for its linking with respective property/holdings database.
- If property usage category fall in more than one category separate sheets will be attached with the form mentioning separate usage

**b) Multi-storey Building (Commercial complex/ Apartments) following information shall be also collected**

- Apartment/ Building Name
- Total No. of Property
- Total built up area
- Total number of floors excluding ground floor
- Total open space area
- Total no. of residential and non- residential holdings
- Source of water for the building

**For Spatial Planning Associates**

*Sandeep Singh*

**Proprietor**

*[Signature]*  
Secretary General  
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**c) Commercial/ Industrial/ Institutional following additional information shall be also collected**

- Firm/Shop/Industry/ Institution Name
- License Status- Yes/ No & License number if available
- Firm/Shop/Industry Owner Name and address
- Shop area
- Business/Industry type

**d) Integration of Database with Base Map and its Updation.**

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

**e) Fixing of House Number Plate**

The firm shall generate House Number as per Punjab Municipal Corporation Act, 1976, Punjab Municipal Act, 1911 and amendments regarding that in close consultation with Client. In absence of the same, a standardized format to be followed as proposed below:

After Property mapping is finalized then a final UID will be created as under:

**No. 001-A01-0001-001-V/H.**

- 001 stands for Zone/Block/Sector no.
- A01 stands for Sub-Zone/Sub-Block/ Sub-Sector No.
- 0001 stands for Parcel no.
- 001 stands for Sub-Id. (If Allotted)
- V stands for Vertically Division.
- H stands for Horizontally Division.

The firm shall fix UID No. Plate-rust free QR code enabled **Aluminum/Tin** number plates on each Property in a systematic way with Screw/ Rivet. Vacant Plots shall be also given numbers in continuity.

**2. QUALITY CONTROL**

The firm shall follow standard Government of India norms and guidelines for Survey, Mapping. Each property shall be measured accurately and total built up area and plot area need to be calculated. Attribute data should be attached on the basis of unique ID. The firm will submit the data and at least 10% of the data will be taken as sample and checked randomly by the respective Agency and if less than 5% of sample data is found to be incorrect the firm will correct it within week after getting feedback from the Client/ULBs and resubmit..

The firm has to ensure that existing PIO should invariably match with the UID so as to ensure an effective database for realization of Property tax.

**For Spatial Planning Associates**

*Sandeep Singh*  
Proprietor

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### 3. Schedule of Payment:

Payments shall be released only after field verification of property attributes by MCM Using a Monitoring Mechanism. Under this, KSS-ISPER shall devise a system of random verification of attributes of properties before payment. If during verification 2% of total attribute of properties (if KSS-ISPER rechecks 50 properties with 30 attributes) are not correct, the Survey Agency shall not be paid and have to carry the survey once again and the charges of verification shall have to be borne by the survey agency .during the survey attribute verification of plot/covered area dimension i.e length width etc. a deviation of 5% shall be considered satisfactory. any further would be mutually discussed and agreed a upon.

The terms of payment are as below.

- a) 15% as advance on ground deployment.
- b) Follow up Installments will be released within seven days after receiving the payments from the client.

**For Spatial Planning Associates**

**Sandeep Singh**

**Spatial Planning Associates**

**Dated: 05-11-2022**

Proprietor

**(Jaswant Singh)**

Secretary General  
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