

**Invitation for
Empanelment of Vendors for Expression of Interest (Eoi) for Empanelment of Drone-As-
A-Services (DaaS) to Andhra Pradesh Space Applications Centre (APSAC).**

August 2024

Proprietary & Confidential

**Andhra Pradesh Technology Services Limited,
3rd Floor, R&B Building,
Opp. Indira Gandhi Municipal Stadium
Labbipet, M.G.Road, Vijayawada-520010
www.aps.gov.in**

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Andhra Pradesh Technology Services Limited

Empanelment of Vendors for Expression of Interest (Eoi) for Empanelment of Drone-As-A-Services (DaaS) to Andhra Pradesh Space Applications Centre (APSAC)

Time schedule of Empanelment of DaaS Service Providers:

Empanelment calling date	13.08.2024
Empanelment Proposal submission closing date	30.08.2024, 03.00PM
Empanelment Proposal opening date	30.08.2024, 03.30PM
Empanelment registration / Processing Fee (Non-refundable)	Rs. 10,000/- (each Category ie. a,b,c,d of 1.3 Scope of Services) To be paid through DD in the favour of The Managing Director, APTS Ltd, payable at Vijayawada or through online payment.
APTS Contact person	K. Chandra Sekhar Reddy, Manager, Ph:9963029413 Email id:chandrasedkharreddy.k@gov.in.
APTS Reference No.	ITC51-14021/8/2024-PROC-APTS

APTS Bank Account details for online payment of tender document fee are:

- Bank A/c. No.: 52082155102
- IFSC Code: SBIN0003055
- Bank Name: State Bank of India, Labbipet, Vijayawada
- MICR Code: 520002007

For further details regarding detailed Empanelment Notification please visit <https://www.pts.gov.in> Mail-id – chandrasedkharreddy.k@gov.in.

Managing Director, APTS Ltd

Limited Tenders- Expression of Interest (Eoi) for Empanelment of Drone-As-A-Services (DaaS) to Andhra Pradesh Space Applications Centre (APSAC)

Limited tender is a procedure where tenders are called from the vendors, who are pre-qualified for specified categories of IT products and services. The following provisions apply in regard to administration of the scheme of Empanelment.

- a. AP Technology Services Ltd (APTS) is nominated as the Nodal Agency for empaneling vendors of IT – Expression of Interest (Eoi) for Empanelment of Drone-As-A-Services (DaaS) to Andhra Pradesh Space Applications Centre (APSAC).
- b. APTS shall undertake the empanelment by issuing Open notification clearly specifying categories of products and services for which empanelment is being sought, the specifications for all the products, the service levels for services as applicable and the criteria for pre-qualification of vendors for each category of products and services.
- c. Upon completion of the pre-qualification process, APTS shall issue a notification to the successful vendors for the goods or services for which they are empaneled as per the notice for empanelment.
- d. The panel of vendors so prepared shall be valid up to 31-08-2027.
- e. On receipt of an indent from a Department, Corporation and Society of the Government, APTS shall, within a period of 1 week, invite limited tenders from all the vendors empaneled for the category of product or service for which such indent has been received. Thereupon, APTS shall select the vendor based on a two-stage process.
- f. The Departments, Corporations and Societies of the Government may choose the empanelment procedure wherever substantial part of the scope of their requirement is not covered under RC.
- g. The empanelment for the vendors submitted their proposals will be valid from the date of empanelment.
- h. Every vendor empaneled under this process will be issued a vendor empanelment letter indicating the items/services empaneled and its validity.

1. About APSAC

Andhra Pradesh Space Applications Centre (APSAC) is the nodal agency for Geospatial applications (Remote Sensing, Photogrammetry, UAV Remote Sensing, GIS and GPS) in Andhra Pradesh by Government of Andhra Pradesh. The centre aims at providing scientific and technical support to the utmost satisfaction for government line departments for the development of the State. APSAC is involved in reconstructing a workforce armed with latest geospatial knowledge to meet the ever-increasing demand of the geospatial industry in the state. APSAC has entered multiple Memorandum of Understanding (MoUs) with various knowledge resource centers for exchanging knowledge, technology, collaborative research areas, and organizing joint conferences & workshops. To make the Geospatial Technology more accessible and usable for the all the users community (Government, Academia, etc.), APSAC is deploying Andhra Pradesh State Spatial Data Infrastructure (APSSDI) by integrating Geospatial Standards, Standard Based Services, Platforms, etc.

1.1. Background

The Andhra Pradesh Space Applications Centre is leveraging various technologies for real-time governance to enable effective and efficient service delivery to multiple users. Various technological products and solutions are being deployed to various government departments of Andhra Pradesh in order to improve the quality to foster agile governance. At present APSAC is carrying out many major critical, time bound projects like Gati Shakti, APSSDI, Vehicle Tracking Solutions, DRONE/UAV Based Survey and Mapping, Geo-tagging of field information, etc. Understanding the present trend and future requirements in mapping domains of the Geospatial Technology, the APSSDI is envisaged to focus on utilization of Very High Resolution Mapping using multiple platforms, multi-sensors and multi-sectors approaches. Keeping in view the potential of DRONES in Geospatial Domains, APSAC intends to expand the utilization of the same technology for executing the DRONE/UAV related services in governance.

The empaneled vendors are expected to undertake drone-based surveys, capture high resolution images / videos, prepare 2D maps & 3D models and other analytics-based outputs which can facilitate effective real-time governance.

The following potential applications of DRONE/UAV usage has been envisaged by APSAC under various projects of state Government and Govt. of India.

- Survey of Land Use and Land Cover
- Survey of Crop damage
- Land acquisition survey
- Urban survey and property mapping
- City planning
- Encroachment mapping/monitoring
- Sector planning
- Infrastructural project mapping, monitoring and inspection
- Road inspection and monitoring
- Construction monitoring of Roads & bridges
- Survey for road Alignment
- Road Asset mapping
- Identification of road accident hotspots
- Surveying and Mapping (Area and Volumetric calculation)
- Stockpile Management, topographical mapping

- Dam Survey and Mapping
- Rehabilitation & Resettlement survey
- Industrial area layout planning and 3D-modeling
- Mapping of industrial area
- Mapping & monitoring of power lines & other assets
- Plantation monitoring
- Mapping and monitoring of Historic importance sites
- 3D City model, walkthrough, video, layout planning etc.
- Large scale mapping and GIS based planning for development of infrastructure
- Encroachment monitoring/mapping

1.2. Objective

APSAC through this EoI would like to invite various Industrialists/ Entrepreneurs/ Technologists of global expertise in the DRONE Industry in order to accomplish the following objectives:

- a. Cater DRONE services to various geospatial applications for APSAC
- b. Build problem specific DRONE solutions for various domains whenever need arises
- c. Introduce new/ special DRONE powered technologies to provide effective and transparent governance.

1.3. Scope of Services

The applicants shall provide diverse Drone-based services; the scope of services can be broadly categorized as follows (but not limited):

- a. Establishing Ground Control Network for DRONE Survey
- b. Data acquisition using RGB, Multispectral, Thermal, LiDAR sensors, etc.
- c. Generation of Photogrammetric outputs like;
 - i. Image processing and Ortho-rectification
 - ii. Surface Models (DSM, DTM, DEM)
 - iii. 3D and Virtual Models
 - iv. GIS Base maps and contour maps creation
 - v. Other users specific applications outputs
- d. Collection of Video feed and Still Photography

2. General instructions to Vendors

General Eligibility:

2.1 This invitation for proposals is open to all firms within India, who are eligible to do business in India under relevant Indian laws as is in force at the time of bidding subject to meeting the pre-qualification criterion.

2.2 The firms operating outside AP shall submit an undertaking to establish branch office, within 3 months of award of contract, in any one of the 26 districts in the new State of Andhra Pradesh and billing should be done from AP only.

2.3 Vendors will be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. Breach of general or specific instructions for bidding, general and special conditions of contract with APTS or any of its user organizations may make a firm ineligible to participate in the process.

Eligibility Criteria for Empanelment (Proof of documents to be enclosed):

- 2.3.1 The Vendors must have Registered office with AP GST in any one of the 26 Districts of Andhra Pradesh

or

2.3.2 Vendors who have Branch office in Andhra Pradesh with AP GST.

or

2.3.3 Vendors outside AP and Those who are willing to submit the commitment as per 2.2

3. Empanelment forms

Wherever a specific form is prescribed in the document, the vendor shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

For all other cases the vendor shall design a form to hold the required information.

3.1 Cost of proposal submission

The vendor shall bear all costs associated with the preparation and submission of its proposal, and APTS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

Vendor is expected to examine all instructions, forms, terms, and specifications in the documents. Failure to furnish all information required by the documents or to submit a proposal not substantially responsive to the documents in every respect will be at the vendor's risk and may result in the rejection of its proposal.

The Application process Fee for each item, the vendor is applying for empanelment to be submitted as specified in this document. The Application processing fee is not refundable.

3.2 Clarification of Empanelment documents

The concerned person will respond to any request for clarification of documents. It is further clarified that APTS shall not entertain any correspondence regarding delay or non-receipt of clarification from APTS.

3.3 Submission of Empanelment proposals

The vendor shall submit the item wise proposals separately with separate Security Deposit.

The vendors shall seal the proposal in envelopes, duly marking the envelopes as "Expression of Interest (Eoi) for Empanelment of Drone-As-A-Services (DaaS) to Andhra Pradesh Space Applications Centre (APSAC)", to be addressed to the APTS at the address given in the invitation;

The outer envelopes shall clearly indicate the name and address of the vendor to enable the proposal to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked as required above, APTS will assume no responsibility for the proposal's misplacement or premature opening.

Proposal shall be submitted at

Andhra Pradesh Technology Services Ltd.
3rd Floor, R&B Building
Labbipet, M G Road, Vijayawada - 520010

3.4 Deadline for submission of Empanelment

Proposal must be submitted to APTS not later than the proposal submission date and time specified in the invitation. Proposals received after the deadline, the same will be evaluated in the next slot.

The APTS may, at its discretion, extend this deadline for the submission of proposal by

amending invitation call, in which case all rights and obligations of the APTS and vendors previously subject to the deadline will thereafter be subject to the deadline as extended.

3.5 Late submission of Empanelment proposals

Any proposal not received by the APTS contact person by the deadline for submission of proposal will be rejected.

3.6 Debar from empanelment for Default:

Default is said to have occurred: if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by APTS or if the vendor fails to perform any other obligation(s) under the Limited Tenders. If vendor does not respond the Limited Tender enquiry/or quotation for APTS for 5 sequential enquiries (even fail to submit regret letter)

All disputes and Arbitration proceedings shall be held in High Court of Judicature at Andhra Pradesh only and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

The vendors must obtain digital key and register with AP eProcurement portal within 10 days from the date of empanelment award. No Limited tender will be postponed on the request of empanelled vendor for not having Digital Key. The User Id of the AP eProcurement portal should be informed to APTS in writing. Failure to submit the user Id details will lead to non-receipt of Limited Tenders.

4. Evaluation of Proposals

The proposal documentation shall be evaluated in two steps. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of APTS. In the second step, APTS may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in proposal documentation. Past track record of vendor in supply/ services and any other specific criteria indicated in the tender call and/or in the specifications.

APTS right to accept any proposal and to reject any or all proposals.

APTS reserves the right to accept or reject any proposal, and to annul the empanelment process and reject all proposals at any time prior to award of empanelment, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such decision.

4.1 Notification of Empanelment

APTS will notify the successful vendor in writing that its application has been accepted, and the empanelment is valid for the specified period as mentioned.

4.2 Corrupt, fraudulent and unethical practices

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Vendors (prior to or after proposal submission) designed to establish proposal at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition:

“Unethical practice” means any activity on the part of vendor which tries to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial proposal amount,

upward revision of quality of goods etc after opening of first proposal will be treated as unethical practice.

APTS will reject a proposal for award and also may debar the vendor for future proposal in APTS, if it determines that the vendor has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

4.3 Special Conditions of Empanelment The Special Conditions

Subsequent to the empanelment, if any vendor is blacklisted by APTS or by any State Government / Central government Dept. /Local Bodies/PSU/Autonomous Bodies, University etc the vendor empanelment will be cancelled.

The applicant should clearly read all the pages of the document including, G.O.Ms. No.12 dated 08.06.2015 of ITE&C Dept. Correct/relevant information / data have to be furnished by the vendors

The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria & experience for that category of work/ item. Service providers / Suppliers seeking empanelment shall have to pay the requisite empanelment registration / processing fee specified for each item in the form of DD, in the name of MD, APTSL, along with the application form.

Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

The following essential documents (whichever is applicable) should accompany with the application form:

4.4 Pre- Qualification criteria:

A bidder participating in the tender process shall possess the following minimum requirements for pre-qualification. Also, bidders should refer Annexure – L, compliance for specification of DRONE required for DRONE services and bidders need to refer probable grounds of rejection or non-consideration of submitted documents in the bid for ensuring document compliances in the bid.

S. No	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Bidder should be a company registered in India under the Companies Act, 2013 as amended from time to time, and should be in operation for at least the last 3 years in India as on the date of bid submission.	The following documents are required as proof. a. Certificates of incorporation / Registration Certificates along with Bylaws/ MoA & AoA or similar legal document. b. Copy of Corporate Identification Number (CIN) c. Copy of PAN d. Copy of GST registration certificate e. Proof of address and contact details
2	Power of Attorney	All documents in the proposed bid, shall be signed by an authorized signatory, in whose name the Power of Attorney/ Board	The Power of Attorney, as mentioned in Annexure – H to be submitted.

		Resolution is issued.	
3	Certificates	Bidders should have a certificate of ISO family i.e. ISO 9001 family or ISO 45001 family or ISO 27001 family	Copy of the certificates should be submitted.
4	Mandatory Undertaking	The Bidder should not have been blacklisted by any central or state Govt. department or PSU by the date of bid submission.	Bidder should submit A self-declaration on the stamp paper (INR 100) as mentioned in Annexure – G, the bidding firm or any of its Subsidiaries/Associates firm (s) has not been blacklisted /debarred by any Govt. department or any PSU in India as on bid submission date.
5	Financial Turnover	Annual turnover of the bidder shall be at least Rs. 200 Lakhs from the DRONE/ UAV Photogrammetric Services in India during last three financial years i.e. for the year ending March 31, 2021-22, 2022-23 and 2023-24 as per audited balance sheet.	CA Certificate along with UDIN clearly defining the related turnover as per format given in Annexure - E along with Audited Financial Statements (Balance sheet & Profit & Loss statement). In case any bidder is seeking exemption from Turnover, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.
6	Compliances	Compliance with DGCA RPA Regulations	Bidder should submit an undertaking as mentioned in Annexure – I, that will comply with all the regulations of RPAs under DGCA. In addition to the above, the bidder has to enclose certificates regarding UIN for Industrial Grade Survey DRONE/UAV, Unique Air Operator's Permit (UAOP), Pilot Licenses from DGCA empaneled Pilot Training Organizations, etc. The Bidder shall also enclose any certificates/ orders/letters or any other statutory clearances / approvals issued by DGCA. Note: Bidders are requested to visit the below mentioned DGCA Official links. https://digitalsky.dgca.gov.in/issued_uins https://digitalsky.dgca.gov.in/certified_rpas https://digitalsky.dgca.gov.in/training-organizations https://digitalsky.dgca.gov.in/remote_pilots
7	Experience	The bidder should have	Related documents along with duly signed

		<p>at least 3 financial years (i.e. 2021-22, 2022-23 and 2023-24) of experience in India executing a minimum of 10 or more DRONE / UAV based Geospatial Mapping assignments</p>	<p>certificate from endClient for such work. (Email communication/ testimonials etc. would not be considered).</p> <ol style="list-style-type: none"> Certified copy of work orders Certified copy of project completion certificate from respective user Certified Copy of NDA on the utilization of DRONE/UAV Images/Data w.r.t each project If the bidder wants to claim any ongoing projects, the certified copy of work orders along with status of the assignment duly certified / signed by the designated officer of the user should be submitted. <p>Bidder is required to submit details as per the format enclosed as Annexure-F</p> <p>Note:</p> <ol style="list-style-type: none"> The above document should clearly define the area /dimension/time (minutes) of the order. The ongoing project can be considered if the bidder has completed required threshold of assignment i.e. 5 sq. km area/ 25kms linear track, which should be clearly substantiated by Client certificate. The work order and completion certificate should be issued in the name of the agency and should be issued by the end client.
8	Number of Drones	<p>Service Provider (bidder) should have minimum ten (10 Nos.) Industry Grade Survey Drones/ UAV (owned) in their possession with the required prevailing DGCA guideline/ registration/certification for relevant category of drone along with Processing workstations, DGPS Survey Equipments and DRONE Data Processing Softwares, etc available with the firm as on October 2023.</p>	<p>The Bidder should submit an undertaking as mentioned in Annexure –J, indicating the details regarding Number of DRONES/UAV with details (make, model, sensors, etc), Processing workstations and Various Software Used.</p> <p>Service provider should submit invoice copy of the same from OEM of the drone along with valid DGCA documentation for relevant category of drone.</p> <p>If the bidder is OEM, the bidder should submit relevant document on manufacturing of DRONE/UAVs from DGCA.</p>

9	Drone Specifications	The Bidder should submit the specification of the proposed Industrial Grade Survey DRONE/UAV and Sensors.	The Bidder should submit and undertaking as mentioned in Annexure-L indicating the technical specifications of the platforms and sensors.
10	Manpower	<p>The Bidder should have a minimum of:</p> <p>a. Project Manager - 1 No.</p> <p>b. Pilots - 3 Nos.</p> <p>c. Processing staff: 3 Nos.</p> <p>d. DGPS survey staff: 4 Nos.</p> <p>e. GIS Analyst: 5 Nos.</p> <p>The above mentioned staff should be fully conversant and having minimum of 2 years of experiences in areas like DATA Collection using DRONE / UAV, DRONE Data Processing, Feature Extraction, Analysis, etc. and DGPS Survey for precise data Collection, Processing and Delivery of outputs in required formats.</p>	<p>a) The Bidder should submit and undertaking as mentioned in Annexure – K, indicating the Name, Qualification and Designation of all the Resources along with their Curriculum Vitae and bank statements (for a minimum period of 6 months) showing salary deposited by the firm.</p> <p>b) Note: The Bidder should have at least three (3 Nos.) Drone Pilot duly certified by the Accredited agency of DGCA.</p> <p>c) Copy of the valid drone pilot certificate/license issued by accredited agency of DGCA or certified by the bidders on their letter head for relevant category of drone.</p> <p>d) Certified Copy from the user with respect to completion of DGPS Survey for the respective DRONE / UAV Mapping assignment should be submitted.</p>
11	Empanelment registration / Processing Fee (Non-refundable)	Rs. 10,000/- (each Category ie. a,b,c,d of 1.3 Scope of Services)	To be paid through DD in the favour of The Managing Director, APTS Ltd, payable at Vijayawada or through online payment.

Note-1. In case of consortium bidders

- Consortiums or Joint Ventures are allowed.
- Both bidders should submit a declaration/MOU for Prime bidder duly signed by both vendors.
- The department will communicate with the Prime bidder only in all the cases.

Note-2: Bidder should submit separate application **(each Category i.e. a,b,c,d of 1.3 Scope of Services)** with all the relevant documents as per the Pre-qualification criteria.

Notes-3:

1. All Drone/UAV and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown,

produced, or manufactured or from where the related services are arranged and supplied.

2. The bidder should produce the Drones as per the prevailing DGCA guidelines for relevant category.
3. Andhra Pradesh Space Applications Centre (APSAC), ITE & C Department, Govt. of Andhra Pradesh reserves the right to reject all or any part of tender and shall not be bound to assign any reason for such rejection.

APTS may ask the registered vendor/contractor to submit any other certificate from time to time as it may deemed fit.

Service Centers: Service Centre in AP/ in major cities, to be provided. Bidders not enclosing the service centre details will be rejected. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor /OEM.

4.5 Technical Evaluation

The total marks for technical evaluation is 100. The minimum technical score (TS) required to be qualified is 70 (seventy) marks. Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre- Qualification Criteria and score the required marks in the Technical Evaluation Criteria (i.e. 70) as mentioned below would be considered as technically qualified.

S.No.	Criteria	Evaluation Criteria	Maximum Marks
1.	A) Turnover The bidder shall have an annual turnover of minimum Rs. 200 Lakhs (INR. Two Hundred Lakhs) from the Drone/UAV Photogrammetric Services in previous three financial years i.e. 2020-21, 2021-22 and 2022-23	Turnover 2 Crores to 5 Crores =5 marks More than INR 5 Crores = 10 marks	10
	B) Experience	5 years with 20 Projects=5 marks 7 years with 25 Projects=10 marks 10 years with 50 Projects=20 marks	20
2.	<u>Technical Capability:</u> A. Projects / Assignments: The Bidders should have successfully completed at least ten (10 nos.) projects in any of the below mentioned category of assignment in India Drone Survey - Minimum of 5 sq. km. area (including data processing and outputs i.e. ORI, DSM, DTM, Contour, 3D models etc.) in each assignment.	Assignment(s) of area/ dimension not less than 5 sq. km. area /25Km each: >25 Projects - 10 Marks > 50 Projects - 15 Marks > 75 Projects - 20 Marks	20

	<p>OR</p> <p>Linear Track Survey - Minimum 25kms linear track survey with data Processing outputs including ORI, DTM, DSM, Contour, 3D models etc. in each assignment.</p> <p>Provided that assignment shall not be of the period prior to 1st April 2021 and must have undertaken for any of the following:</p> <p>a. State or Central Government (or) b. State or Central PSU</p>		
	<p>B.Sensors: The Bidders should have minimum one type of sensor.</p> <ul style="list-style-type: none"> - RGB - Multispectral - LiDAR - Thermal 	<p>One type of Sensor – 5 marks</p> <p>Any two type Sensors – 10 marks</p> <p>Any three type Sensors – 15 marks</p> <p>All type Sensors – 20 marks</p>	20
3.	<p>No. of Drones (As per the specifications (equivalent/above) mentioned in the Annexure – J)</p> <p>Service Provider (bidder) should have minimum ten (10 Nos.) Industry Grade Survey Drones/ UAV (owned) in their possession with the required prevailing DGCA guideline/ registration/ certification for relevant category of drone</p>	<p>Number of Drones</p> <p>10 above – 5 marks</p> <p>20 above – 10 Marks</p>	10
4.	<p>Drone Pilots The Bidder should have at least three(3 Nos.) Drone Pilot duly certified by the Accredited agency of DGCA</p>	<p>Number of Pilots</p> <p>3 Pilot – 5 marks</p> <p>Above 3 to 5 Pilot – 7 marks</p> <p>More than 5 Pilot 10 marks</p>	10
5.	<p>Certifications Certificate of</p> <ol style="list-style-type: none"> 1. ISO 9000/9001 family 2. ISO 27000/27001 family 3. ISO 45001 family 	<p>One Certification: 5 marks</p> <p>Any two Certifications: 7marks</p> <p>All three Certifications: 10 marks</p>	10
Total Marks			100

4.6 Empanelment

- a. The agencies shortlisted for empanelment will be required to sign an Agreement with APSAC, accepting the terms and conditions lay down by APSAC. After signing of the agreement, no variation or modification in the terms of the agreement shall be made except by written amendment signed by both the parties.
- b. The empanelment shall be initially for a period of 3 years from the date of issuance of LOA to the shortlisted agency(s). APSAC shall be free to cancel the empanelment at any time during the period of engagement between APSAC and the shortlisted agency, without assigning any reason.

4.7 Allocation of Work

- a. The present EOI is exclusively for empanelment of DRONE agencies only. For allocation of work, APSAC will circulate work specific RFQ / Service Request with defined scope and expected deliverables among the empanelled agencies and invite quotations to award the work based on the Least Total Cost (L1) received.
- b. The selected agency shall not assign the project / work to any other agency, in whole or in part, to perform its obligation under the agreement.
- c. Mere empanelment with APSAC does not guarantee allocation of work.
- d. In case, when the time period is too short to complete the work or in case of any ad-hoc requirement, the work may be entrusted by APSAC to any of the empanelled agencies to meet the deadline.
- e. The payment terms and commercial conditions for each work will be as per the service request floated by APSAC for the specific work.
- f. Work shall be distributed to vendors/among vendors depending upon their capabilities and urgency of the user Department. The decision of the APSAC in this regard shall be final. However, for execution of any complex project, APSAC will select and invite firms from the empanelment list based on their suitability and capability matching the scope of the same project to participate in the tender.
- g. The techno-commercial bids of the selected empanelled firms will be evaluated by APSAC. The works will be allotted to the L1 price offered by the firms through tender process.
- h. APSAC reserves the right to execute the work through any other firm/firms of its choice. All disputes shall be settled within the territorial Jurisdiction of the Hon'ble High Court of Andhra Pradesh only.

4.8 General Terms & Conditions

The said registration qualifies a particular vendor for consideration for issue of tender notification in case of Limited Tenders for relevant category only for which vendor is registered / empanelled. However, this will not give any claim to the vendor for award of work / purchase order.

APTS reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of APTS in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of APTS.

Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of APTS and keep the APTS informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

Mode of Payment for all limited tenders: All payments will be made through RTGS/NEFT/Treasury/PAO CFMS

In case, if empanelled vendor is found in breach of any terms & condition(s) of APTS or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and Security Deposits shall be forfeited by APTS, besides debarring and blacklisting the vendor concerned for at least one year for further dealings with APTS.

The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.

All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with APTS, empanelled vendors are required to quote the Registration No.

APTS has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

The empanelled vendor shall indemnify the APTS and user departments against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. APTS / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

Annexure A: Application Form

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,
The Managing Director,
A.P.Technology Services Ltd.,
Vijayawada

[Date]

Sub: Empanelment of Companies for DRONE-As-A-Service (DaaS)
Ref: ITC51-14021/8/2024-PROC-APTS

Sir,

With reference to your EOI Document dated xx/xx/2024, I/We, having examined all relevant documents and understood their contents and hereby submit our Proposal towards Empanelment of DRONE Companies.

- 1) All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
- 2) I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- 3) I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 4) I/We to the best of our knowledge certify that in the last three years, we or any of our Subsidiaries/Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- 5) I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the selected service provider, without incurring any liability to the Bidders.
- 6) I/We to the best of our knowledge certify that in regard to matters other than security and integrity of the country, we or any of our Subsidiaries/Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
- 7) I/We to the best of our knowledge further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

- 8) I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority and/ or the Government of AP in connection with the selection of Service Providers or in connection with the Selection Process itself in respect of the Empanelment.
- 9) I/We agree and understand that the Proposal is subject to the provisions of the EOI document. In no case, I/We have any claim or right of whatsoever nature if our Proposal is not opened or rejected.
- 10) I/We agree to keep this contract valid for 3 years from the Date of Receipt of the LOA.
- 11) I/We agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, I/We submit this Proposal under and in accordance with the terms of the EOI Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

Proposal submission – Form -F1
(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,
The Managing Director
A.P.Technology Services Ltd.,
Vijayawada

Sir,

I/We do here by declare that the information furnished in the Proforma from pages to _
_____and in the supplementary sheets from pages _____to _____is correct to the
best of my/our knowledge and belief.

I/We apply for the empanelment for the following item / category:

S.No	Category	Item S.No.	Item Description	Deposit Amt./DD.No/ Date/Bank Name	Processing fee
1					

Yours faithfully

Signature

Name :
Designation :
Address :
Date :
Seal :

Annexure B - Bidder Profile

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

S. No.	Particulars	Details
1	Name of the Company	
2	Year of incorporation as company in India	
3	Nature of the Company (Registered Company)	
4	Registered Office Address	
5	Office Telephone Number	
6	Fax Number	
7	Official website	
8	Contact Person Name	
9	Designation	
10	Telephone Number	
11	Email Address (official)	
12	Local presence at Andhra Pradesh, if any	
13	Office Address	
14	Office Telephone Number	
15	Fax Number	
16	Registration Details	
17	Permanent Account Number (PAN)	
18	GST Registration Number	
19	Service Tax Registration Number	
20	Banker's Name, Address and Account Number	
21	No. of Technical staff employed	No. of Pilots: No. of Processing staff: No. of DGPS survey staff:

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

Annexure C: Declaration of Acceptance of Terms and Conditions in the EOI

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,
The Managing Director,
A.P.Technology Services Ltd.,
Vijayawada

[Date]

Sub: Acceptance of terms and conditions for Empanelment of Companies for Drone-As-A-Service (DaaS)

Ref: ITC51-14021/8/2024-PROC-APTS

Sir,

It is to certify that the Expression of Interest – ITC51-14021/8/2024-PROC-APTS, Dated:xx/xx/2024 is carefully read & understood and all the sections and clauses are COMPLIED UNCONDITIONALLY AND UNEQUIVOCALLY. There is no deviation from the terms and conditions of the EOI.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

Annexure D: Undertaking on SoW Compliance and Unconditional Acceptance

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,
The Managing Director,
A.P.Technology Services Ltd.,
Vijayawada

[Date]

Subject: Undertaking on SoW Compliance and Unconditional Acceptance with reference to the EOI No. ITC51-14021/8/2024-PROC-APTS, Dated: xx/xx/2024

We, M/s _____, based at _____
_____ hereby confirm our compliance to the requirements outlined in Section 3.2 – Scope of Work (SoW) of the above referenced EOI. By way of this compliance undertaking, we confirm that we have adequate capability and experience to perform the services outlined in the SoW, as per the requirements defined in the EOI.

We confirm our unconditional acceptance of full responsibility of providing services in accordance with the Terms and Conditions and Scope of work of this EOI.

For M/s _____

Authorized Signatory (duly signed and
stamped)Name
Designation

Annexure E: Financial Turnover and Net worth of the Bidder

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

Criteria	Sub Criteria	FY	Total Financials
Financial Capability	Turnover from business activities	FY 2021-22	
		FY 2022-23	
		FY 2023-24	
Net worth	Measured as paid-up capital plus free reserves	FY 2021-22	
		FY 2022-23	
		FY 2023-24	

Documentary Proof Required:

- Statutory Auditor / CA Certificate clearly specifying the turnover for the specified years.
- Audited P&L and Balance Sheets

Annexure F: Format for Past Experience of the Bidder

Please provide citations as per the Qualification / Criteria in the format provided below. The relevant documentary proofs need to be attached.

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

Project Title (Attach separate sheet for each Project)			
Name of Client		Address	
Type of Client (Govt./PSU/Others Govt. entities)		Order Value of the Project (in lakhs)	
Duration of the Assignment		Start Date (month/year):	
		End Date (month/year):	
Referrals (Client side): Provide one referral only	Name		
	Designation		
	Contact Number		
	Email Id		
Brief Description of the Project			

Documentary Proof Required:

- Copy of Work order(s)
- Certificate of successful completion by the client

Annexure G: Declaration regarding Clean Track Record

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,

[Date]

The Managing Director,

A.P.Technology Services Ltd.,

Vijayawada

Sub: Empanelment of Companies for DRONE-As-A-Service (DaaS)

Ref: ITC51-14021/8/2024-PROC-APTS, Dated: xx-xx-2024

Sir,

I/We hereby declare that my company has not been debarred / blacklisted as on Bid submission date by any State Government, Central Government, Central & State Govt. Undertakings / Organizations and by any other Quasi Government bodies / Organizations, and any other major Enterprise / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the firm)

Note: Submission of this Annexure is mandatory along with the bid. Failure to submit this Annexure may lead to disqualification.

Annexure H: Power of Attorney

Form for Power of Attorney for signing the Application & Bid
(On INR 100.00 Non-Judicial Stamp Paper and Duly Notarized and Stamped)
KNOW ALL MEN BY THESE PRESENTS,

We _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), _____ son/daughter/wife of and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for qualification and submission of our bid for the EOI vide EOI No. ITC51-14021/8/2024-PROC-APTS, Dated: xx-xx-2024 proposed by M/s Andhra Pradesh Technology Services Limited (APTS), including but not limited to signing and submission of all applications, bids and other documents and writings, participate in pre-applications and other conferences and providing information/ responses to the APTS, representing us in all matters before the APTS, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the APTS in all matters in connection with or relating to or arising out of our bid for the said EOI and/ or upon award thereof to us and/or till the entering into of the Agreement with the APTS.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

The power of attorney shall be effective from _____ and will continue to be valid binding and unforgettable till the attorney Mr./Ms. _____ ceases to be in the employment of the company unless otherwise withdrawn earlier by the company. This power of attorney will supersede any power of attorney issued earlier prior to the date of execution. In case this Power of Attorney is withdrawn for any reasons, APTS shall be pre intimated.

IN WITNESS WHEREOFF for and on behalf of M/s _____ Mr./Ms. _____ Managing director of the company has set his hands with company seal on the day of _____ Month of _____ year _____ and at _____.

For _____ (Authorised Signatory of the company)

(Signature, Name, Designation, Address and emblem of the office seal)

Accepted (Authorised Attorney for the company)

1.

2.

(Signature in duplicate, Name, Title and Address of the Attorney)

Witnesses:

1. (Notarized)

2.

Notes:

- “Submission of this Annexure is mandatory along with the bid. Failure to submit this Annexure may lead to disqualification”.
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- In case the Application is signed by an authorized signatory / Partner, a certified copy in the regard should be enclosed in lieu of the Power of Attorney.

Annexure I: Declaration regarding DGCA Compliance

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,
The Managing Director,
A.P.Technology Services Ltd.,
Vijayawada

[Date]

Sub: Declaration on DGCA Compliance for Empanelment of Companies for DRONE-As-A-Service (DaaS)

Ref: ITC51-14021/8/2024-PROC-APTS, Dated: xx-xx-2024

Sir,

We, hereby declare that our company M/s. _____ operates under the norms of DGCA for DRONE-As-A-Service (DaaS) in India and will comply with all the RPA Regulations published by DGCA. By way of this compliance, we confirm that all the approvals/ permissions/ licenses are as per the RPA Regulations and will be renewed and the copy(s) of the same shall be submitted to APSAC whenever updated.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

Note: Submission of this Annexure is mandatory along with the bid. Failure to submit this Annexure may lead to disqualification.

Annexure J: Declaration on availability of Equipment and Software

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To, [Date]
The Managing Director,
A.P.Technology Services Ltd.,
Vijayawada

Sub: Declaration on Equipment and Software available with M/s. _____ for Application
(Land Survey, Infrastructure, 3D Modeling and Analysis, etc.)
Ref: ITC51-14021/8/2024-PROC-APTS, Dated: xx-xx-2024

Sir,

We, hereby declare that our company M/s. _____ has the following capabilities in terms of Equipment and Software.

1. DRONES/ UAV

S. No	Drone Type	Qty	Model Name	Model Number	DAN	OAN	UIN

The above DRONES/UAVs Models are Industry Grade Survey DRONES/UAVs and are registered with DGCA, GoI in our company M/s. _____ name. The UIN and other details are available in the DGCA Official portal.

2. Sensors

S. NO	Sensor	Make	Model Number	Qty	Band Specifications (Spectral Band)	Application (Land Survey, Infrastructure, 3D Modeling and Analysis, etc.)
1	RGB					
2	MSS					
3	LiDAR					
4	Thermal					

3. Software

S. NO	Software	Type (Open/ Licensed)	Application (Land Survey, Infrastructure, 3D Modeling and Analysis, etc.)	Quantity	Serial Number (For Licensed Only)

4. Processing Workstations

S. NO	Workstation	Type (Assembled/ Market Ready)	Application (Land Survey, Infrastructure, 3D Modeling and Analysis, etc.)	Qty	Processing capacity (Photogrammetry)	Model Number (If any)

5. DGPS Survey Instrument

S. No	Type (Rover / Base Station)	Qty.	Make	Model Details	Accuracy Specification		
					X	Y	Z

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

Annexure K: Declaration regarding Human Resource

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

To,
The Managing Director,
A.P.Technology Services Ltd.,
Vijayawada

[Date]

Sub: Declaration on available Technical Resources with M/s. _____ for Application
(Land Survey, Infrastructure, 3D Modeling and Analysis, etc.)

Ref: ITC51-14021/8/2024-PROC-APTS, Dated: xx-xx-2024

Sir,

We, M/s. _____ hereby declare that we have minimum of 20 Technical staffs (Project Manager, Certified DRONE/UAV Pilot, DGPS Survey, Data Processing, GIS Analyst, etc.) employed in our company. The details of the staffs are listed below:

S. NO	Name of the Resource	Designation	Qualification	Total Experience

S. NO	Name of the DRONE/UAV Pilot	RPC No.	Issued By	Issued On	Training Centre

The above Certified DRONE/UAV Pilots are registered with DGCA, Gol as certified Pilots working in our company M/s. _____ name. The details are available in the DGCA Official portal.

Yours faithfully,

(Signature, name and designation of the authorized signatory)(Name and seal of the firm)

Note: The CVs of the above listed human resources must be attached including bank statement showing the salary paid by the firm to the employees (for a minimum period of 6 months) as documentary proof along with this declaration.

Annexure L: Specification of the Proposed Drone/UAV and Sensors for Empanelment
(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

Particulars	Specification	Complied (Y/N)
Housing	Carbon Fiber Reinforced Polymer	
Max. Speed	< = 40 km/h	
Flight Height	As per prevailing DGCA compliances for relevant category of drone	
RC Range	Minimum 5,000m	
Flight Time	With Payload: Minimum 60 Minutes per flying	
Operating Temperature	-2° to 55°C	
GPS-Receiver	DGNSS with RTK/PPK/RTX/PPS	
Gyroscope	yes	
Accelerometer	yes	
Barometer	yes	
Magnetometer	yes	
Ultrasonic Sensors	yes	
Adaptable Sensors	Flexible and compatible to multiple application	
Control	Remote control with display (to get live feed from camera with aircraft parameters), automatic waypoint flight, GPS Tracking to locate the UAV at the time of crashing or going out of control through a mobile App.	
Batteries	Lithium-polymer	
On top Mounting (Payload)	payload can be mounted on top also for Bridge, Electrical inspection	
RGB Camera	20-50 Megapixels or better with option for on top mounting as well.	
Redundancy	Tolerant up to 2 nos. motor failure.	
License	Vendor has to follow prevailing DGCA guidelines for relevant category of drone/UAV.	
Features		
	<ul style="list-style-type: none"> • Fully integrated geo-referencing • High, flexible payload • Anti-collision lighting and obstacle avoidance mechanism • Accurate navigation and precise data • Built-in automatic take-off and landing • Reliable minimum altitude • Dynamic waypoints (POI) • Flight Planning Module Enabled (Manual/Auto) • Position Hold function • Easy orientation • Automatic return home function 	
Software		
Flight Planning Software	Autonomous mission planning for aerial & linear missions. Ability to design waypoint-flights, which will be performed automatically by the UAV upon instruction. Waypoint planning is done on geo-referenced imagery.	

	Additional features include: Automatic generation of 3D GRID pattern acquisition for photogrammetric requirements, Aerial Image Management Module, ideal for managing announcement facility, surveillance facility, live feed broadcast facility, Map-caching and offline planning function, Extensive camera		
Compatible Sensors Specification with Gimbal			
RGB Camera Sensor	Sensor and resolution	20-50MP with lens options	
	ISO	100 to 25,600	
	Focus	Contrast-detection AF	
	Image Format	RAW, JPEG(Extra fine, Fine, RAW)	
	Shutter speed	1/8,000 to 30 sec	
	Interfaces	Multi interface connector	
Multispectral sensor with RGB camera and Gimbal for given UAV	Resolution multispectral	1.2 MP, 3-5 spectral bands	
	Resolution	RGB Up to 20 MP	
	Spectral range	400-900 nM	
	DGPS Rover Enabled	Included, direct geo-referencing	
	Interfaces	Wi-Fi, USB	
	Storage	Min 128 GB, removable SD-card	
	Specials	IMU, magnetometer	
Thermal sensor with RGB camera, Gimbal for given UAV and with optional lens	Resolution thermal	300-650 x 256-512 pixels	
	Resolution RGB	4K to 8,272 x 6,000 pixels	
	Temperature range	-25°C to 150°C and -40°C to 550°C/-20°C to 50°	
	Temperature sensitivity	0.05°C	
	Spectral range	7,500 - 13,500 nm	
	DGPS Rover	Enabled GPS and RTK/RTX GNSS	
	Storage	Min 128 GB memory	
	Features	Zoom (Thermal and RGB), video, single image (thermal and RGB), spot detection, including software like Core Player and Thermo Format for post processing	
LiDAR Enabled UAV, Gimbal for given UAV	10-20 mm survey grade accuracy		
	Measurement range 100-200m		

	Measurement rate 2-10 lakhs measurements per second		
	Rotating range 15Hz or more		
	Field of view up to 360 degree for practically unrestricted data acquisition		
	Sensor easily mountable on professional UAV		
	360° Horizontal FOV +10° to -30° Vertical FOV		
	Up to 10,00,000 point per second		
	Scan data storage on internal 200 Gigabyte		
	Software for Ground LAS data output for Geospatial usage		

Annexure M: Check List

(TO BE SUBMITTED ON BIDDER'S LETTERHEAD)

S. NO	Description	Submitted (Y/N)	Page Number
1	Check List		
2	Signed Bid Document		
3	Bid Application Fee (Non-refundable)		
4	Certificates of incorporation / Registration Certificates		
5	Bylaws/ MoA & AoA of Company		
6	Copy of Corporate Identification Number (CIN)		
7	Copy of PAN		
8	Copy of GST registration certificate		
9	Proof of address and contact details		
10	certificate of ISO family		
11	Audited Financial Statements (Balance sheet & Profit & Loss statement) of last three financial years		
12	Certified Copy of Work orders		
13	Certified Copy of Project Closer Certificate from respective user		
14	Certified Copy of NDC/NDA on the utilization of DRONE/UAV Images/Data wrt each project		
15	Annexure A – Application Form		
16	Annexure B – Bidder Profile		
17	Annexure C – Declaration of Acceptance of Terms and Conditions in the EOI		
18	Annexure D – Undertaking on SoW Compliance and Unconditional Acceptance		
19	Annexure E – Financial Turnover and Net worth of the Bidder		
20	Annexure F – Format for Past Experience of the Bidder		
21	Annexure G – Declaration regarding Clean Track Record		
22	Annexure H – Power of Attorney		
23	Annexure I – Declaration regarding DGCA Compliance		
24	Annexure J– Declaration on availability of Equipment and Software		
25	Annexure K – Declaration regarding Human Resource		
26	Annexure L– Specification of the Proposed DRONE/UAV and Sensors		
27	Annexure M– Check List		

Note:

- Please add extra pages as per the requirement
- A separate copy of the Annexure M: Check List must be submitted at the initial pages the application.