

CENTRE OF URBAN PLANNING FOR CAPACITY BUILDING (CoUPCB)

**Department of Civil Engineering**

No.: DoCE/CoUPCB/5621-A /2025-26

Date: 12/03/2026

**Notice Enquiry Quotation**

**Sub:** Enquiry for Engagement of Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation for Baseline Study and Pilot Survey

**Name of Work:** Baseline Study & Pilot Survey on Conservation And Rejuvenation of Urban Water Bodies: A Case Study of Gopi Talav, Surat

**Location:** Surat Municipal Corporation (SMC), Surat, Gujarat

You are requested to quote your rates for Baseline Study and Pilot Survey for the above-mentioned work. The quotations may be sent to the undersigned in a sealed envelope and superscripted as "Quotation with reference to Enquiry No.: No.: DoCE/CoUPCB/5621-A /2025-26, dated: 12 /03/2026 for "Centre of Urban Planning for Capacity Building (CoUPCB), Department of Civil Engineering" Your quotation should reach the undersigned on or before Date: 23/03/2026 at 5:00 P.M. addressed to Head of the Department, Office, Wing-A, Department of Civil Engineering, S.V. National Institute of Technology, Ichchhanath, Surat -395 007, Gujarat.

The quotations should be furnished with the following information.

1. The applicant organisation must be a legally registered entity, preferably a Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation, with at least 05 years of experience in urban studies, social research, child-centric planning, or related fields.
  - The qualification of the applicant with necessary proof of degree in Bachelor of Civil Engineering / Architecture / B. Plan & Master degree in Urban planning or equivalent.
2. The period of validity of the quotation should be at least 60 Days.
3. The work completion period is to be clearly mentioned in the quotation, not more than 45 days from the day of allotting the work.
4. The work is to be done in Surat and for minimum 5 projects Done under Conservation And Rejuvenation of Urban Water Bodies: A Case Study of Gopi Talav, Surat.
5. The works to be studied are situated under the boundary of SMC, Surat – the quotation should be inclusive of all logistics and all necessary costs to create the final print of survey form, final report of around 75 pages and digital presentation. The final submission should be in an A4 size sheet report with at least A2/A3 drawing size in 3 hard copies. The Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts shall submit all files in word /pdf /ppt /autocad /GIS or other in digital form. The Register Firm / Register NGOs / Register NPO / Register Consultant / Register







Engineer / Register Council of Architecture with Domain Experts will not have any intellectual property rights of work done under the said work.

6. A survey/ interviews shall be concluded and attached for justifying the said work.
7. The quotation shall be on your organisation letterhead & signed by an authorized person including GST as applicable.
8. A work order shall be given on the name of the Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts and full payment will be given after completion and submission of said work.
9. For Baseline Study and Pilot Survey, the total estimated amount of work Rs. 2,48,980/- is derived by CoUPCB, SVNIT, Surat.
10. Quotation shall be inclusive of any tax applicable such as GST or any other and TDS as shall be deducted as applicable.
11. Offered quotations may be rejected if any ambiguity is found.
12. The acceptance of enquiry will rest with the competent authority (The Director) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the enquiries without giving any reasons thereof.
13. The Director shall have the right to suggest the necessary modifications for said work.
14. The SVNIT & CoUPCB have rights of Intellectual property of the document and the applicants are not allowed to publish the document in any form
15. The agency shall satisfy the requirements under provision of Minimum Wages, PF, ESI and other liabilities under Labour Laws work for the said work

**Scope of Work and Deliverables:**

Sr. No.	Particular	Unit	Amount (₹)
1	<p>To conduct Field work and Primary data collection through on-ground observation surveys at all five work sites:</p> <p>(a) A minimum of 150 perception surveys shall be conducted across diverse user groups, comprising 70 visitors/caregivers/local residents, 50 General Users, and 30 Frontline Workers/Staff during 4 time slots on weekdays and weekends.</p> <p>(b) Around 25 in-depth stakeholder interviews with on-ground stakeholders and implementing authorities.</p> <p>(c) To conduct consultations and interviews including minimum 40 semi-structured interviews with visitors, nearby residents, vendors, maintenance staff, security personnel and municipal officials across all sites, etc. completed</p> <p>(d) Complete photographic and visual documentation of all work sites to support analysis and reporting.</p>		

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Sr. No.	Particular	Unit	Amount (₹)
2	<p>To execute Desk-based documentation and data management including</p> <ul style="list-style-type: none"> <li>(a) Creation of structured databases for all survey responses.</li> <li>(b) Coding and analysis of 300 surveys.</li> <li>(c) Transcription and summarisation of 40 interviews, photo/video cataloguing, data cleaning, routine documentation, etc completed.</li> <li>(d) Preparation of baseline matrices, observation sheets and site-wise documentation, etc. completed</li> </ul>		
3	<p>To execute Advanced Desk Work: Impact Analysis, Reporting &amp; Visual Communication</p> <ul style="list-style-type: none"> <li>(a) Qualitative &amp; quantitative analysis.</li> <li>(b) Preparation of workwise impact narratives and cross-work comparative analysis, infographics, layout design, printable report, Digital presentation,</li> <li>(c) Development of a professionally designed Impact Analysis Report and presentation material.</li> <li>(d) Deliverables (Pune works):</li> <li>(e) 01 Consolidated Impact Analysis Report (print-ready)</li> <li>(f) 05 work-wise impact summaries</li> <li>(g) 01 Presentation deck (PDF &amp; PPT)</li> <li>(h) Three (03) hard copies of the printed report and soft copies in both editable and PDF formats shall be submitted. All related files, including Word, PDF, PowerPoint, AutoCAD, GIS, and other relevant digital formats, shall also be provided in digital form etc completed.</li> </ul>		
4	<p>To conduct External Expert Review &amp; submit documents as per requirement.</p> <ul style="list-style-type: none"> <li>(a) To involve 4 Subject Experts (Ecologist, Landscape Architect, Urban Designer, Social Studies Expert) for site review, independent observations, validation of findings, expert inferences etc completed.</li> <li>(b) 1 review by a Retired Government Official, covering all selected lake projects, etc. completed</li> <li>(c) Submission of Hard Copy of the Report, etc completed.</li> </ul>		

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Sr. No.	Particular	Unit	Amount (₹)
	<ul style="list-style-type: none"> <li>Report Should be Professional and should include infographics, analytics, photo documentation with time stamps</li> <li>Digital Editable File should be submitted to the Institute for future use</li> <li>One presentation has to be conducted at CoUPCB, SVNIT, Surat before final submission of said work.</li> </ul>		
5	To analyze the surrounding context and related impacts for all selected lakes including study of surrounding land use, access and movement patterns, footfall variation, informal activities and observed environmental and socio-economic impacts, etc. completed		
6	To provide miscellaneous and logistical support, including team travel site visits and meetings within Surat to ensure timely and efficient work delivery. <ul style="list-style-type: none"> <li>(a) Use of digital and physical resources including software and equipment.</li> <li>(b) Ensure smooth execution of field and desk activities. etc completed.</li> </ul>		
<b>Total Amount</b>			
<b>+ GST (18%)</b>			
Amount (Rs.): Amount in words			

**Note:** Quotation must be provided on the Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation on letter pad.

  
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Dy. Team leader, CoUPCB

  
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